



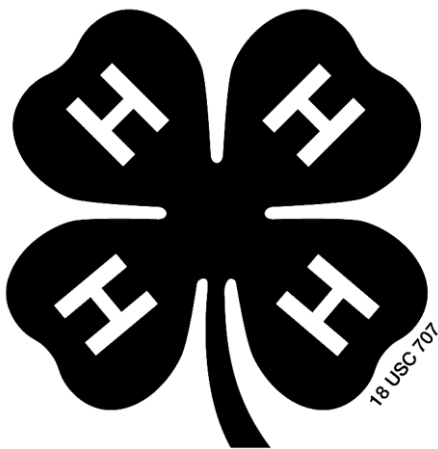
# 2023

Texas 4-H Youth Development

# Volunteer Recognition

# Award Packet

*Also known as 'Salute to Excellence'*



*The members of Texas A&M AgriLife will provide equal opportunities in programs and activities, education, and employment to all persons regardless of race, color, sex, religion, national origin, age, disability, genetic information, veteran status, sexual orientation, or gender identity and will strive to achieve full and equal employment opportunity throughout Texas A&M AgriLife.*

## INTRODUCTION

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Each year, the Texas 4-H Youth Development Program provides awards and recognition for various individuals and groups that provide support to the 4-H program. This award program is commonly known as the Salute to Excellence Award Program.

## LOCAL RECOGNITION

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Honorees will be presented their awards locally through surprise celebration events and signs that award recipients can place in their front yards. The “surprise” element of the award recognition will help our award winners to feel the excitement and honor of receiving this award.

**TAKE NOTE!** The target date to notify nominators is around April 6. The signs for the local surprise celebration are planned to be mailed on or around April 6. **Plan to conduct the local surprise celebration sometime between April 17 and April 28.** If you receive the sign sooner than April 17, please feel free to celebrate before April 17. The surprise celebration should be conducted during this time frame so that a statewide announcement can be made on or around May 1.

Nominators will need to plan to take high quality videos and photos from the surprise award presentation and submit them so that they may be used to share through the state-wide recognition efforts. **Please send by May 1.** A link and location to upload the files will be shared with nominators. A compilation video of these presentations will be showcased during Texas 4-H Roundup in June. You are encouraged to also post any photos and videos to social media including #texas4h and #4hSaluteToExcellence hashtags.

## STATE RECOGNITION

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**IT'S BACK!** The Salute to Excellence Luncheon will be back during the 2023 Texas 4-H Roundup! The luncheon will be held on Wednesday, June 7, 2023. Check-in will begin at 11:45 am. After the award presentation and luncheon, honorees are invited to stay for the evening Roundup Assembly in Reed Arena. Honorees will be recognized across the stage during the evening assembly.

Each honoree will receive a luncheon ticket for himself/herself, plus one additional complimentary ticket to the award luncheon. All other guests, including Extension employees, are required to purchase a luncheon ticket for \$25.00 each. **RSVP and luncheon ticket purchases must be completed between May 1 and May 14.** Additional details will be shared with award recipients.

## PRIOR HONOREES

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A list of prior award winners is linked on the online application. Please review this list to ensure the person you are nominating has not been honored with the award previously. An award can only be presented one-time to an individual and/or supporter.

## NOMINATION PROCEDURE

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Recognition of individuals who have made significant contributions to the youth of Texas is one of the most important things the Texas 4-H Youth Development Program can do. Any Extension employee, 4-H member and/or volunteer may make nominations for the awards. Therefore, County Extension Agents are encouraged to share this information with co-workers, volunteers and 4-H members. Self-nomination is discouraged.

All nominations will include a 1–2-page (750-1500 words) narrative description of why the nominee should be considered for the award. (Think of it like a letter of recommendation for the award.) Read the award

description before preparing the narrative to ensure it contains all the needed information. Feel free to include any quotes from members or volunteers that were influenced by the nominee.

You will need the following information before completing the nomination form:

- Name of award nominee
- Phonetic spelling of nominee’s name
- Mailing address, phone number, and email address of nominee
- Photo of nominee. (See notes below about photo.)
- County Extension Agent’s name and email to receive a copy of the nomination
- Nominator’s name, county, mail address, phone number, and email address
- Name and shipping address of where to send sign (most likely UPS delivery)
- 75-100-word description written in third person to be used a script for award presentation
- 1-2-page (750-1500 words) nomination narrative. It is suggested to use a word processing program to write, edit, and review the award descriptions prior to accessing the online nomination system. After all information has been written and proofed, copy and paste text into the online form.

**Photo** – A high resolution digital photograph of the nominee(s) will need to be submitted **when completing the application online**. This photo is used for the development of media and marketing materials for recognition purposes. **A high resolution, head and shoulders shot is preferred. Please do not send family or group photos.** Only the honoree should be in the photo. If you don’t have a photo at the time of nomination, please email them following the nomination submission to Laura Huebinger at [lhuebinger@ag.tamu.edu](mailto:lhuebinger@ag.tamu.edu).

For all award nominations, the correct corresponding award application/nomination form must be completed and submitted online by the deadline listed. Be concise, brief and interesting.

**ALL NOMINATIONS MUST BE SUBMITTED ONLINE BY FRIDAY, MARCH 31, 2023. THE APPLICATION SUBMISSION PAGE, INCLUDING PREVIOUS AWARD WINNERS FOR EACH CATEGORY CAN BE FOUND: [https://fs4.formsite.com/state4h/form226/form\\_login.html](https://fs4.formsite.com/state4h/form226/form_login.html)**

#### IMPORTANT DATES

Online Nominations accepted	By Friday, March 31, 2023
Notification to nominators	Around April 6, 2023
Local surprise celebrations	April 17-28, 2023
Upload photos/videos of surprise celebration	By May 1, 2023
Honorees to RSVP and pay for extra luncheon tickets	May 1-14, 2023
Salute to Excellence Luncheon in College Station	Wednesday, June 7, 2023; 11:45 am check-in

#### QUESTIONS?

Please reach out to the Extension Volunteer Standards Office with any questions.

- Dr. Laura Huebinger, Extension Program Specialist – Volunteer Development  
[lhuebinger@ag.tamu.edu](mailto:lhuebinger@ag.tamu.edu), 254-974-9027
- Mr. Connor Cook, Student Technician  
[connor.cook@ag.tamu.edu](mailto:connor.cook@ag.tamu.edu), 979-314-1485

## **AWARD DESCRIPTIONS**

### **TEXAS 4-H ALUMNI AWARD**

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The Texas 4-H Alumni Award will recognize adults who have made significant achievements IN THEIR COMMUNITIES. Consideration is given to individuals who have demonstrated an outstanding record of achievement AS A 4-H MEMBER and who have shown evidence of 4-H's influence on their adult lives. Continued service to 4-H in adulthood is very important. This award is sponsored by the Texas 4-H Friends and Alumni Association. No current Extension employee may receive this award. The number of 4-H alumni awards presented will vary from year to year.

#### *For the application:*

- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Include the person's most outstanding accomplishments as a former 4-H member and how they have been an outstanding 4-H alumnus.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee's contributions made to the Texas 4-H Program as a volunteer. Include information such as where (county & state) the nominee was a member of 4-H, how they were involved as a young person, and where, when, how the nominee gives back to 4-H as an adult.

### **CITATION FOR OUTSTANDING SERVICE TO 4-H**

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This award recognizes an individual or a business that has made an outstanding contribution to Texas 4-H programs ON A REGIONAL OR STATE BASIS. Awards are generally made based on a long-term commitment rather than a one-time program. Individuals or businesses that are local supporters, and limit their contributions to local programs, should be recognized at the local level. The number of citations awarded will vary from year to year.

#### *For the application:*

- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Include the person's/business'/group's most outstanding accomplishments/impacts with 4-H.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee's contributions made to the Texas 4-H Program on a REGIONAL OR STATE basis. Include information such as when, where, and how this individual or organization has supported 4-H and how their work has impacted 4-H members.

### **LEADER'S LEGACY AWARD**

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This award recognizes a 4-H leader who has been an integral part of the 4-H Youth Development Program for 20 years or more. The person who is nominated for this award may or may not be the person who is always in the spotlight, but is one who makes an impact and a difference on the 4-H members with whom he/she works. Stretch beyond normal thinking and be inclusive in making a selection for this prestigious nomination.

Specific requirements for the Leader's Legacy Award include:

- Twenty (20) or more years of service to 4-H as a volunteer leader.
- Continuing support of the 4-H program at any level.
- Must still be an active and current 4-H Volunteer for the 2021-2022 4-H year.
- Must have been a club manager or project leader in a county in Texas for at least five (5) years.

*For the application:*

- For an individual to be considered for the Leader Legacy Award, they must be a current and Approved 4-H Volunteer in Texas 4-H. This can be verified through the County Extension Office and 4HOnline. Before submitting the application, verify this information with the County Extension Office.
- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Include the person's most outstanding accomplishments in 4-H as a volunteer.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee's contributions made to the Texas 4-H Program as a volunteer. Include information on how long he/she has been a volunteer, what type of projects or activities he/she is involved with, estimated number of youth impacted, how the program has grown and/or how the youth have benefited, and/or the volunteer's leadership style, and the volunteer's mentor-learner relationship with the youth.

### **MERITORIOUS SERVICE AWARD**

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Annually two outstanding Extension professionals will be recognized for their role in making 4-H volunteers more effective with the Meritorious Service Award. These nominations should not be limited to 4-H Faculty. Nominees must be a resident of Texas and have been paid staff or faculty with the Texas A&M AgriLife Extension Service/Texas 4-H for the immediate past five (5) years. Two awards are given annually.

*For the application:*

- What is the position of the nominee? (County Extension Agent, Program Assistant, Specialist, District Extension Administrator, County Extension Director, Regional Program Leader, or Other)
- Has the nominee been paid staff or faculty employed by AgriLife Extension for the last 5 years?
- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Provide a brief overview of the nominee's service to 4-H during the immediate past five (5) years, in addition to any other information that may strengthen the nomination.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee's contributions made to the Texas 4-H Program as an employee. Include information such as the work history of the employee (if known), how he/she goes above and beyond in support of the 4-H program, how the 4-H program, members, and volunteers have grown and benefited because of his/her efforts, as well as the leadership style of the employee and how it helps the 4-H program. Highlight the last five (5) years of work.

### **COMMENDABLE SERVICE AWARD**

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Annually two outstanding Support Staff professionals will be recognized for Commendable Service Award for their role in making the 4-H program more effective. Nominees must work in a Texas A&M AgriLife Extension office at the county, district or state level for at least the immediate past five (5) years. Two awards are given annually.

*For the application:*

- Which Extension County, District, or Unit does the nominee work for?
- What is the job title of the nominee?
- Has the nominee worked in an AgriLife Extension Office (county, district, or state level) for at least the last 5 years?

- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Provide a brief overview of the nominee’s service to 4-H during the immediate past five (5) years, in addition to any other information that may strengthen the nomination.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee’s contributions made to the Texas 4-H Program as an employee. Include information such as the work history of the employee (if known), how he/she goes above and beyond in support of the 4-H program, and how the 4-H program, members and volunteers have grown and benefitted because of his/her efforts. Highlight the last five (5) years of work.

## **TEXAS 4-H SALUTE TO EXCELLENCE**

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This award recognizes outstanding 4-H volunteers for their service to 4-H programs and the impact that they have had on the lives of young people. Each district may select two recipients who will be honored with this award. A couple may count as one nominee. The awards are sponsored by the Texas 4-H Youth Development Program. Districts are strongly encouraged to submit one award winner for excellence in club work (community, project, school) and one award winner for excellence through special interest and curriculum enrichment programs. Nominations are submitted through the state online process listed above. Districts will be forwarded the applications for review and selection. Districts will notify the Texas 4-H office of the award winners. Winners will be notified by the Texas 4-H office.

The state award selection committee will select one Salute to Excellence award winner (with less than 10 years of volunteer service) to represent Texas as the nominee for the National 4-H Volunteer of the Year Award. Additional information, including letters of recommendation, will be required from the nominator in order to complete the award nomination process.

### *For the application:*

- For an individual to be considered for the Salute to Excellence Award, they must be a current and Approved 4-H Volunteer in Texas 4-H. This can be verified through the County Extension Office and 4HOnline. Before submitting the application, verify this information with the County Extension Office.
- How many years has this nominee been a volunteer?
- Write a short script in a third person format that is between 75 and 100 words that can be used in presenting the award. The script should describe the attributes that make them deserving of this award. Include the person’s most outstanding accomplishments in 4-H as a volunteer.
- In 1-2 pages (750-1500 words), provide a narrative description of the nominee’s contributions made to the Texas 4-H Program as a volunteer. Include information on how long he/she has been a volunteer, what type of projects or activities he/she is involved with, estimated number of youth impacted, outstanding accomplishments as a 4-H volunteer, how the program has grown and/or how the youth have benefitted, and/or the volunteer’s leadership style, and describe the volunteer’s mentor-learner relationship with the youth. Also note in which counties and clubs this volunteer worked.