



## **Zeta Chapter General Preparation Guidelines**

(See next section for guidelines for Team Recognition.)

1. Prepare electronic document clearly identifying recognition category and candidate. Document must not exceed two (2) 8 ½" x 11" pages with a minimum of 1" margins on all sides. A head/shoulders photo of nominee(s) is optional and can be printed on the document. These documents are sent electronically to committee members in the selection process, thus the physical appearance of the document is important in the presentation. In addition, the following guidelines must be followed:

- Must be in an electronic format (Word or PDF file)
- Must be a minimum of 10 point type
- Margins must be 1"

2. Include in the document:

- Recognition category and chapter making the nomination
- Full name, current address and title plus e-mail address
- Year initiated into ESP and the year chapter recognition was given
- Educational background (dates, degrees, etc.)
- Reverse chronological listing of employment, titles and dates; especially employment record with Extension.
- Include a summary of ESP involvement in addition to program accomplishments

3. Professional Accomplishments: Achievements and honors that particularly relate to Extension and/or area of subject competence; authorship of books, bulletins, articles, speeches; work on committees, task forces, study groups, etc. (state, regional, national); special presentations at professional meetings and conferences; special leadership positions held (state, regional, national); contributions to professionalism through group and individual activities.

4. Program Accomplishments: Career highlights that explain clearly the professional and leadership role the candidate(s) has/have played in planning, implementing, and/or administering strong Extension policies, procedures, programs, and trends at the state, regional, national, and (when applicable) international levels.

5. Summary Statement of Support: Concise, well-written, easy-to-read narrative summary statement. (50- 75 words) The statement is intended to place the nominee in a very positive light for the reader.

### Judging Criteria

- Followed Guidelines in Preparation - 10 points
- Professional Accomplishments - 40 points
- Program Accomplishments - 40 points
- Support Statement - 10 points

## **Guidelines for the Team Recognition**

1. Indicate clearly, at the top of the first page:

- Chapter making the nomination,
- Identification as a Team Recognition Nomination
- Title of the program or initiative
- Names and professional title of the team members. The biographic information requested per individual recognition is omitted for the Team Recognition Nomination.

2. Each nomination should be a well-designed statement that makes the best possible presentation of the team's achievement, within the two-page space limitation..

3. At least fifty percent of team members eligible for ESP membership must be current members.

4. The most important part of the nomination statement is the narrative summary (200 words or less) which should clearly explain the role that the team's program has played in preparing people and/or communities to deal with critical issues which address social, economic and/or environmental concerns. Kinds of information to incorporate into the statement:

- Initiative(s) addressed.
- Resources involved: team members, volunteers, agencies/cooperators and funds, supplies or equipment utilized.
- Methods used: innovative or creative problem solving, educational or delivery methods, etc.
- Results: who benefited, what were the impacts, how did lives or communities change, what are the implications for future programs, etc.? This narrative can be in an outline format if that is most effective.

### Additional Guidelines for Diversity Team Recognition

- Program initiative description addresses significant diversity/multicultural issues in relation to current state and national initiatives over a period of more than one year.
- Makes innovative effort to attract and reach diverse and/or targeted audiences.
- Demonstrates collaborative efforts.
- Utilizes creative and unique strategies to market or publicize the program to reach diverse and/or multicultural audiences.
- Makes effort above and beyond affirmative action program requirements.
- Demonstrates potential for replication by others.

### Judging Criteria

- Program description using the above criteria - 60 points
- Accomplishments/Results - 25 points
- Future implications - 15 points