AWARD NOMINATION FORMAT

NOTE: Nominations are to be received by November 1st each year. Email the nomination to the ESP President Elect, who also serves as Awards Chair.

ESP Preparation Guidelines for Award Nomination Document:

These guidelines are for the Hannah, Support, and Retiree Service awards.

Generally, there are four common elements to include in the nomination document. The nomination document must clearly identify award category and candidate. Document must not exceed two (2) 8 ½” x 11” pages. The following guidelines must be followed:

- Must be a minimum of 10 point type
- Margins must be 1”
- Summary statement at end of nomination should not exceed 75 words
- Should include a summary of ESP involvement in addition to program accomplishments

1. Include in the document Candidate Information:

- Full name, current address and title plus e-mail address
- Educational background (dates, degrees, etc.)
- Reverse chronological listing of employment, titles and dates; especially employment record with Extension.

2. Professional Accomplishments:

Achievements and honors that particularly relate to Extension and/or area of subject competence; authorship of bulletins, articles; 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.

3. 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.

4. 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.