**ARKANSAS MASTER GARDENER AWARDS COVER LETTER**

The Arkansas Master Gardener Award nomination forms are available on the state website:

<https://www.uaex.uada.edu/yard-garden/master-gardeners/awards.aspx>

**Important Dates**

The deadline to submit nominations is **January 15th** each year for the previous year’s work.

Awards will be presented during the Arkansas Master Gardener (MG) State Conference, usually at the end of May or beginning of June. The Awards video presentation will also be placed on the publicly accessible Arkansas Master Gardener website.

**Award Nomination Categories**

**Each MG program is allowed only ONE nomination per award category.**

The award categories are:

 1. Rookie of the Year

 2. Mimi Cox Mentor of the Year

 3. Extension Agent of the Year

 4. Friend of Master Gardeners - Individual

 5. Friend of Master Gardeners - Business or Organization

 6. Newsletter of the Year

 7. Excellence in Education

 8. Project of the Year

 9. Master Gardener of the Year

Two awards will be given for each award category based on the Master Gardener program’s membership size: a) 50 members or fewer, or b) 51 members or more.

**Award Nomination Process**

Write your nominations based on the guidelines and the specifically requested information for each award.

Nominations will be sent to a panel of qualified judges selected by the AR MG County 76 Recruiting, Retention and Recognition (RRR) Project and the AR MG State Office personnel. Judges’ decisions will be final.

**How to Complete and Submit Nominations**

Send all nomination narratives, including measures used to evaluate the nominee’s impact, as a Microsoft Word or Google Docs file with the prescribed title format (shown below) at the top of the nomination and up to 4 high-resolution action-oriented JPEG images, with captions, embedded at the end of the nomination. Use a standard typeface in at least 11-point type.

**[Last Year] Arkansas Master Gardener – [Category] of the Year Nomination**

**[Nominee Name]**

**Submitted by the [Program Name] Master Gardeners [indicate (50- OR 51+ members)]**

Action-oriented images should provide support, clarify and enhance the understanding of the nomination narrative. Include captions that identify the MGs (and MG partners) and the MG work being done. *Nominations with more digital images than requested will be returned as ineligible.* (Keep your additional images, newspaper articles, plan drawings, etc., handy for use in winning nomination videos.)

*Nominations that exceed the word limit (word count limit is indicated in each nomination application guideline) will be returned as ineligible*. (Note that the required nomination title, subheadings (to break up lengthy text passages) and image captions are not part of the document word count.)

*Nomination forms without an Extension Agent’s or current Master Gardener President’s physical signature will be returned as ineligible*.

**Submit nominations electronically via email to the AR MG County 76 Recruiting, Retention & Recognition (RRR) Project at** **C76RRR@gmail.com** by **January 15th** each year.

**ALL** entries must be sent with 2 attachments in one email. Send separate emails for each award category being submitted.

1. The completed and physically signed application form (may be submitted as a PDF or image). The application form is used by RRR to verify nomination authenticity; the application form is not sent to the judges.
2. The completed, clearly labeled ([year], [category], [nominee] and [program name]) nomination form, including up to 4 embedded images with captions, as a Microsoft Word or Google Doc attachment. **This nomination document is forwarded to the judges**.

RRR prefers you submit all of your Master Gardener program’s nominations electronically via email on the same day, to help RRR with electronic filing of nominations received.

**Questions or Clarifications**

If you have any questions regarding the nomination forms or the process, please email the AR MG County 76 Recruiting, Retention & Recognition Project at C76RRR@gmail.com.

Good luck! We look forward to receiving your nominations to honor your Master Gardener program’s outstanding work.

***~ Your Arkansas Master Gardener County 76 Recruiting, Retention & Recognition Project Team ~***