Checklist for Writing an Effective 2022 Arkansas Master Gardener Nomination

PLAN

☐ **Start early**. Check with your county MG program to discern your program's process for submitting to the state level.

Give yourself time to read the nomination criteria, gather information and action photos, draft the nomination, check it for errors and word counts, etc., to ensure your nomination qualifies to be submitted to the judging panel.

Only ONE nomination in each category will be accepted from each AR MG program.

☐ **Watch the 2021 Awards video as an example of winning nominations.**
(*https://www.uaex.uada.edu/yard-garden/master-gardeners/awards.aspxr)*.

☐ **Gather information**. Review the year, beginning with the goal(s), impact(s) on the MG program, Extension Service and the county/community, partnerships with other organizations, checklists, and how it was measured/evaluated using statistics.

☐ **Invite input from the nominee and fellow Master Gardeners**. Doing so can help create a unique picture of your nominee and provide detailed examples that the primary nomination writer might not have known.

DRAFT

☐ **Use a standard typeface**. Make it easy for judges to read. Use Times New Roman or Arial in 12-point type.

☐ **Use a standard word processing software**. Microsoft Word and Google Docs have word count, spelling and grammar features.

☐ **Title your nomination using the format below**. (Your nomination title will not be part of the document word count.)

2022 Arkansas Master Gardener – [Category] of the Year Nomination
[Nominee Name]
Submitted by the [Name] County Master Gardeners [indicate (50- OR 51+ members)]

☐ **Address all criteria for the award**. Group your ideas about your nominee as outlined in the nomination guidelines under the key scoring criteria headings (i.e., Project Start & Evolution, Need, Goals, Hours Worked, Impacts on Intended Audiences and How Evaluated, etc.) The judges use a scoring matrix that matches these criteria.
Use additional subheadings as needed for ease of reading.
Create a new document rather than filling in the nomination form – save words and create a more compelling story.

☐ **Be descriptive**. Focus on how the nominee's contribution/achievement/skill is significant and deserving of recognition, using specific details and descriptions. Use action verbs. You may wish to use bullet points to make it more readable. Value quality over quantity. Make every word count. Ensure you click on the word count to ensure the word limit as specified for each nomination is at or under the limit.

☐ **Be specific**. Use data (number of people served, money earned, hours worked, etc.) to prove the nominee provided excellent work. How was the nominee's impact measured against the goals?

☐ **Use action photos**. Embed fully captioned (identify who is in the image and what they are doing) MG work (action-oriented) JPEG formatted images at the end of your nomination. Judges are not familiar with the AR MG programs, so be sure your images tell an action-oriented story, too. Gather lots of action images or newspaper articles in case your nomination wins – images make the video stronger.

EDIT
☐ **Have "fresh eyes" read and critique the nomination**. Proof carefully. Ensure you have not exceeded the word count for your nomination. If the nomination is too long, it will be returned to you for editing if you submit with enough time before the January 15 deadline.

SUBMIT
☐ **Ensure you have the necessary signatures.**

☐ **Submit your one-page signed application form and your nomination form with embedded captioned images as 2 separate files in one email per nomination.** Judges ONLY receive your nomination document, which is why you need to title your nomination and embed images. The application form is used by RRR to verify nomination authenticity.

☐ **Submit each nomination packet in a separate email to the County 76 RRR Project at c76rrr@gmail.com by 1/15/23**. RRR prefers you submit all your AR MG program's nominations electronically via email on the same day.