**Arkansas Master Gardener Extension Agent of the Year Award**

Submission Deadline is January 15th via email to [C76RRR@gmail.com](mailto:C76RRR@gmail.com).

If handwritten, please write legibly.

MG Program Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MG Program Size: \_\_\_\_\_\_\_ active members (reported hours) and \_\_\_\_\_\_\_\_\_\_ total members on rolls

(NOTE: These data are available from your local program’s Online Hours Reporting Manager)

Name of MG Contact Submitting Nomination: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MG Contact Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Nominee Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

MG President Name:­­­­­­­­­­­­­­­­\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

President’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Program Extension Agent/Staff Chair Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Agent’s Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Signature and Date (cannot be the Nominee): \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Arkansas Master Gardener Extension Agent of the Year Award**

**Guidelines.** Extension agents who assist the local Master Gardener program are eligible to be nominated. Agents who win the Extension Agent of the Year Award cannot be renominated for at least 5 years if they remain in the same position or location.

The **nomination must not exceed 500 words**. (Note that required nomination title, subheadings (to break up lengthy text passages) and image captions are NOT part of the document word count.) Please submit the following information:

1. Give a description of the nominee’s outstanding efforts in supporting, guiding and fostering the Master Gardener program. Be sure to include the number of years the nominee has provided MG program oversight. Place all the requested data under the subhead **[Agent’s name] Support and Guidance to the [Name] Master Gardener Program**. (45 points)
2. Explain how the nominee’s outstanding contributions have impacted the MG program, Extension Service and the local county. Be sure to include how the nominee’s impact was evaluated. Cite measurable data. Place all the requested data under the subhead **[Agent’s name] Impacts on our MG program, Extension Service and the county**. (45 points)

1. Submit 5 high-resolution action-oriented digital images in JPEG format embedded at the end of your nomination; one of the images should be close-up of the agent interacting one-to-one with individuals or a small group (not all group shots). Identify via captions who is in the image and work being performed. Images should provide support, clarify and enhance the understanding of the nomination narrative. Digital images may include photographs, garden planning/layout sketches, newspaper clippings, etc. (10 points)

**Winning nominations** will be presented as a short video at the AR MG State Conference, then nomination may be available on the publicly accessible AR MG website. Please have numerous additional images, including a head shot, available for the video and website posting. **Please note that parent/guardian-signed UADA permission slips are required for minors; if permission slips are not on file, blur their facial features.**

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**Ensure all nomination forms are completed, edited, signed and dated before submitting.**

**All entries must be sent electronically with 2 attachments in one email; do not combine the application form and nomination form or it will be disqualified. (Also create a separate email for each award category.)**

1. The completed and physically signed application form with at least 3 qualified physical signatures (page 1, which may be submitted as a PDF or image). This 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], [program name] and [number of active and number of total members]) nomination form, including images with captions, as a Microsoft Word, Google Doc or Apple Pages attachment; do not send a PDF. **This nomination document is forwarded to the judges**.

RRR prefers all program nominations be submitted on the same day, to help RRR with electronic filing.

**Submit nominations electronically via email to the AR MG County 76 Recruiting, Retention and Recognition Project at** [**C76RRR@gmail.com**](mailto:C76RRR@gmail.com) **by January 15th.**

**For guidance in writing effective entries (based in large part on judges’ comments), see:**

1. 2025 Arkansas Master Gardener Awards Updates Overview.
2. Arkansas Master Gardener Awards Process and Deadlines.
3. Checklist for Writing an Effective Arkansas Master Gardener Nomination.