

Mo. Master Gardener Association, Inc.



# Missouri Master Gardener Association, Inc. Awards Program Handbook 2017

Entries due by midnight on March 31, 2018

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## **A. GENERAL OVERVIEW**

The Missouri Master Gardener Association, Inc. (MOMGA) Awards Program is sponsored by MOMGA. The purpose of each award is to recognize outstanding Master Gardener people, chapters, and projects throughout the state of Missouri for their outstanding contributions within the state.

All entries for awards must demonstrate overall excellence, high levels of education and community outreach that embody the values of the Master Gardener Program and the University of Missouri Extension. In addition, entries:

- Must have an educational component.
- Must be available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientations, national origin, and marital or family status.
- Must extend the resources of University of Missouri Extension Master Gardener program to the public wherever they live, helping them use knowledge to solve problems at work, at home, and in their communities.
- Must contain information that is research-based from the University of Missouri Extension or another accredited university.
- Should provide home horticulture education in a responsive and timely manner.
- Should collaborate with local nonprofit and municipal groups to offer education leadership for better gardening practices in area communities.
- Should foster a learning environment for volunteers.
- Should encourage continued education and the recruitment and training of new Master Gardener volunteers.
- Should offer information and education to Missouri citizens through innovative programs with creative and new approaches.

## **B. AWARD CATEGORIES**

There are three categories of awards. The highest scoring Master Gardener person, chapter, project in each category of a designated membership size group will receive an award. Chapters will be competing for awards against other chapters of similar size.

The categories for awards are as follows:

Master Gardener of the Year. This category recognizes a Master Gardener who is a certified member in good standing within a Master Gardener chapter and whose involvement and contributions during the award year are of primary importance, although prior year contributions or involvement may also be considered.

Master Gardener Chapter of the Year. This category recognizes a Master Gardener chapter that has completed at least one or more programs and/or projects of importance to the community.

The programs and/or projects must involve two or more certified Master Gardeners. The programs and/or projects may be ongoing.

Chapter Project of the Year. This category recognizes a project which is at a physical location. The project should display best horticultural practices for educational purposes. Examples of a project are a demonstration garden, a school or community garden, or a permanent display.

### **Eligibility of a Chapter or Individual for Awards:**

- Only those Missouri Master Gardener chapters that have paid their dues to the MOMGA Treasurer by March 1 of the award year are qualified to submit award entries. *There are no exceptions.*
- Chapters may submit only one entry per category.

### **Membership Categories**

Chapter sizes are determined by the number of dues-paying members. Chapters are grouped together with other chapters of similar size.

Chapter size categories are as follows:

- Small: 1-24 MOMGA members
- Medium: 25-49 MOMGA members
- Medium-Large: 50-99 MOMGA members
- Large: 100+ MOMGA members

### **Time Period**

The award year will be based on activities and events that occurred between January 1 and December 31. The actual start date of the activity or event could be earlier than January 1. The activity or event could be an ongoing one that extends into the year following the award year.

**Due Date: Award submissions are due on or before Midnight March 31 following the end of the award year.**

## **C. THE SUBMISSION PROCESS**

The following requirements pertain to all awards submissions.

### **How to Obtain the Entry Form**

Entry forms are posted on the Missouri Master Gardener Association website, [www.momga.org](http://www.momga.org). Download the form that is needed and save it on your computer. Then, using Word, complete the entry form on your computer. Entry forms must be a **PDF** document. If downloading the needed forms from the MOMGA website is not possible, then please contact the awards committee at [awards@momga.org](mailto:awards@momga.org) for further assistance. *Do not change the entry form in any way, including its format. This will cause your entry to be returned.*

## How to Name the Entry File

Examples of how to name your award entry file are as follows:

(Chapter Name) (County Name) (Category Name)  
Heart of Missouri Master Gardeners, Boone County, Chapter Project of the Year  
Boonslick Master Gardeners, Cooper County, Master Gardener of the Year

## How to Submit Your Award Entry

Email your completed award entry to [awards@momga.org](mailto:awards@momga.org) no later than Midnight March 31 following the end of the award year. The subject line of your email entry should be (County) (Chapter) (Category) as above.

## The Award Entry

The award entry must be a **PDF** document. The award cannot exceed 3 pages, with the exception of the Master Gardener Chapter of the Year, which may be 4 pages in length. *The award entry must be completed using Arial font 10 points or larger.* The format must be the same as the entry form. The font color must be black. Also, the titles, headings, and margins are to remain in the same position and size as on the entry form. Italics or bold should not be used. *The section describing the person, chapter, or project being entered for an award must not exceed 150 words.*

## Supplemental Documentation

In addition to the award entry itself, entries may be accompanied by a one-page supplemental document to a maximum of three supplemental document pages. These extra pages must be in **PDF** format **and pictures must be in JPEG format**. Supplemental documentation may be included in the same file as the award entry, thus becoming pages 4, 5, and 6 of the file. On the other hand, supplemental documentation may be submitted as separate files to the same one award entry email. Supplemental documentation is intended to enhance the understanding of an award entry, but it is not necessary. The award entry should be able to stand on its own merit. No points are assigned to supplemental documentation. Examples of supplemental documentation are photos, sketches, or diagrams. If photographs of adults or children are included, *photo releases must be on file at the County University of Missouri Extension Office in accordance with state and local laws.*

Written material may be used as supplemental documentation as long as the material has been previously published. Examples are an excerpt from newsletter articles, newspaper advertisements, a calendar, pamphlet or a book. Written phrases or sentences used as expansion of the award entry are not permitted. A written phrase or short sentence may be used as a caption to describe a picture, sketch, or other extra documentation.

Supplemental documentation must be attached to the same email as the award entry. If the extra documentation is not included as later pages of the award entry itself, then here are examples of how to entitle the supplementary documentation:

Heart of Missouri Master Gardeners Project of the Year sup1

Heart of Missouri Master Gardeners Project of the Year sup2  
Heart of Missouri Master Gardeners Project of the Year sup3  
Boonslick Master Gardeners Master Gardener of the Year sup1  
Boonslick Master Gardeners Master Gardener of the Year sup2

### **Additional Criteria**

Files that are zipped or compressed are not allowed.

Do not send multiple award entries in a single email. Send one entry per email. When submitting more than one award entry, use a different email for each entry and give each email a subject line as described above.

A chapter may enter more than one category, but may submit only one entry per category.

### **Processing the Award Entry**

The Awards Committee will acknowledge by email the receipt of each award entry. This acknowledgment will go to the submitter of the entry, the chapter president, and the County Master Gardener Coordinator as listed on the award entry form. If the submitter does not receive an acknowledgment within a few days, then please send an email to [awards@momga.org](mailto:awards@momga.org) to inquire about the entry.

The Awards Committee will review each entry to ensure that it is complete, that word limits are followed, that all requirements for the entry are met. Submissions that fail this review will not be forwarded to the judge and the submitter will be informed. The time stamp in the Awards Committee email is the official time.

Determination of resolution of disputed or missing entries will be at the sole discretion of the Awards Committee.

All award entries become the property of MOMGA.

## **D. THE SCORING AND EVALUATION PROCESS**

Entries are rated using a 100-point scale. All entries will be evaluated by one out-of-state judge selected by MOMGA. Entries will be evaluated based on the criteria listed below. Although writing skill is not a criterion, each submission should be carefully proof-read to ensure that it is easy to read, understandable, and conveys the components of the intended entry as thoroughly and accurately as possible.

Scoring criteria for the Master Gardener of the Year and Master Gardener Chapter of the Year awards follows their respective entry form questions. The scoring criteria for Project of the Year as follows:

**Simple to Replicate**                      **15 points**

The goal of the entry is to share excellent ideas and programs that can be replicated by other Master Gardener chapters. The exact project need not be duplicated, but the gardening ideas described about the project should be easy to create somewhere else.

**Practicality 15 points**

An award entry must appropriately support the needs of the target group.

**Innovative and Creative 10 points**

The award entry must reflect the creativity and/or individuality of the Master Gardeners who are working with it. This does not mean that you have to reinvent the wheel, just put your own touch on the project.

**Compatibility 15 points**

The award entry must be compatible with University of Missouri Extension Master Gardener Program missions. The entry must include an educational component.

**Availability 5 points**

The award entry must be available to all persons without regard to race, color, sex, disability, religion, age, veteran status, political beliefs, sexual orientation, national origin, marital, or family status.

**University of Missouri Extension 5 points**

The award entry must extend the University of Missouri Extension Service resources to assist participants to solve problems at home or within the community.

**Educational Impact 20 points**

The award entry must have a significant educational impact. The submitter should organize his or her thoughts into a cohesive narrative that will include the following:

- how the subject of the award entry was planned
- how it was executed, including any obstacles that had to be overcome
- how the subject of the award entry contributed to an increase in gardening knowledge
- how the increase in gardening knowledge was determined

**Worthwhile Results 10 points**

Were the results of the subject of the award entry worth the volunteer effort that was given? Master Gardener projects, people, and written materials improve people's lives, and this impact must be identified. Quantitative, objective measurements to demonstrate impact, such as user surveys or interviews will be preferred over anecdotal or qualitative reports of outcome. If the applicants use anecdotal evidence, provide specific examples, not general statements.

**Clarity 5 points**

How clear and complete was the entry?

**Total: 100 points**

**Scoring Information for Awards**

- All scoring by the judge and decisions by the MOMGA Awards Committee are final. In the case of a tie, duplicate prizes will be awarded.

- Score sheets will be provided to the applicants after the winners are announced at the State Master Gardener Annual Conference. If a chapter is not represented at the conference, the score sheets will be mailed to the submitter after the conference.
- The judge is encouraged to provide constructive comments, noting reasons why points were not awarded in each evaluation component.

### **Entry Requirements and General Information**

- All award entry subjects must have been worked on during the award year. Failure to comply with this requirement will result in immediate disqualification.
- Entries that have previously won a MOMGA award are not eligible for submission.
- A list of award winners with links to the winning entries will be posted on the MOMGA website at [www.momga.org](http://www.momga.org) after the State Master Gardener Annual Conference.