The New York State Association of Cornell Cooperative Extension 4-H Educators recognize the outstanding accomplishments of its members through the presentation of awards in the categories listed.

There are two types of awards and scholarships available to members of the NYSACCE4-HE and/or NAE4-HA. Again this year Service Awards are processed as peer nominations while Specialty Awards are completed as self-nominations. Please review the packet carefully for requirements and process.

**Service Awards - Nominations due January 4, 2016**
**Packets due February 1, 2016**
**To NAE4-HA April 1, 2016**

**Specialty Awards - Packets due February 1, 2016**
**To NAE4-HA April 1, 2016**

**Professional Development Scholarships - Applications due February 1, 2016**

Applications not following the guidelines may be eliminated from consideration at the discretion of the selection committee.
2016

SERVICE AWARDS

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Award of Merit  Page 6
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Service Awards Descriptions

**Meritorious Service Award** recognizes the member who has demonstrated innovative youth programming and leadership in the NAE4-HA Association at the state, regional, and/or national level.

**Eligibility - The nominee must:**

- Have served for 15 or more years in 4-H programs as of January 31 of the award year.
- Be a member of NYSACCE4-HE and NAE4-HA who was in good standing for at least the immediate four consecutive years prior to the current, as well as the current year, as validated by treasurer and vice president.
- Have previously received the NAE4-HA Distinguished Service.
- NAE4-HA records as of January 31, 2016 determine years of service.
- Award may be received only once.

**Recognition:**

- **State** - Plaque and memento presented at the annual NYSACCE4-HE conference and an award of $200 toward expenses for participation in the current year's national conference. One MSA recipient per state.

- **National** - Plaque presented at NAE4-HA conference.

**Distinguished Service Award** recognizes the outstanding professional as characterized by professional attitude; improvement and accomplishments; personal and community involvement; and special honors.

**Eligibility - The nominee must:**

- Have served for 7 or more years in 4-H programs as of January 31 of the award year.
- Be a member of NYSACCE4-HE and NAE4-HA who was in good standing for at least the immediate two consecutive years prior to the current, as well as the current year, as validated by treasurer and vice president.
- Be actively engaged in Extension youth programs as of the date the selections are made.
- NAE4-HA records as of January 31, 2016 determine years of service.
- Award may be received only once.

**Recognition:**

- **State** - Plaque and memento presented at the annual NYSACCE4-HE conference and an award of $200 toward expenses for participation in the current year's national conference. One DSA recipient for every 50 paid members (by January 31) or part thereof (i.e. 1-50 members = 1 DSA; 51-100 = 2 DSA; 101 – 150 members = 3DSA; etc.)

- **National** - A plaque and presented at NAE4-HA Conference.
**Achievement in Service Award** recognizes the member who has been creative and innovative in programming efforts with demonstrated results.

**Eligibility - The nominee must:**

- Has served more than 3 years, but less than 7 years in 4-H programs as of January 31 of the award year.
- Be a member of NYSACCE4-HE and NAE4-HA in good standing at least the immediate consecutive two years, as well as the current year, as validated by treasurer and vice president.
- Be actively engaged in 4-H programs as of the date the selection is made.
- NAE4-HA records as of January 31, 2016 determine years of service.
- Award may be received only once.

**Recognition:**

- **State** - Plaque and memento presented at NYSACCE4-HE annual conference. Award of $200 toward expenses for participation in the current year's national conference. One ASA recipient for every 50 paid members (by January 31) or part thereof (i.e. 1-50 members = 1 ASA; 51-100 = 2 ASA; 101 – 150 members = 3 ASA; etc.)

- **National** - Plaque presented at NAE4-HA conference.

**New York State 4-H Innovative Service Award** recognizes members who have provided program and/or leadership support to adopt and/or develop innovative programming embracing one or more of the National 4-H Mission Mandates of Healthy Lifestyles; Science, Engineering and Technology; or Citizenship. State award only.

**Eligibility - The nominee must:**

- Have ten or more years in 4-H programs as of January 31 of the award year.
- Be a member of NYSACCE4-HE and NAE4-HA in good standing at least the immediate consecutive two years, as well as the current year as validated by treasurer and vice president.
- Be actively engaged in 4-H programs as of the date the selection is made.
- NYSACCE4-HE records as of January 31, 2016 determine years of service.
- Award may be received only once.

**Recognition:**

- **State** – Plaque and memento presented at NYSACCE4-HE annual conference. One ISA recipient for every 50 paid members (by January 31) or part thereof (i.e. 1-50 members = 1 ASA; 51-100 = 2 ASA; 101 – 150 members = 3 ASA; etc.)
**New York State 4-H Special Service Award** recognizes members who have developed a new technique in programming, worked successfully with new audiences, and/or have been innovative in utilizing resources, people and situation. State award only.

**Eligibility - The nominee must:**

- Have one to five years of service in 4-H programs as of January 31 of the award year.
- Be a member of NYSACCE4-HE in good standing for the current year and at least the immediate year prior to the current year as validated by treasurer and vice president.
- Be actively engaged in Extension youth programs as of the date the selections are made.
- Award may be received only once.

**Recognition:**

- **State** - Plaque and memento presented at the NYSACCE4-HE annual conference. One SSA recipient for every 50 paid members (by January 31) or part thereof (i.e. 1-50 members = 1 SSA; 51-100 = 2 SSA; 101 – 150 members = 3 SSA; etc.)

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**25 Years of Service Award** recognizes members who have completed 25 years or more of service as of January 31, 2016 to Extension 4-H youth programs.

**Eligibility:**

- Recipient must have worked during the current year.
- Dues must have been paid for at least the immediate four (4) consecutive years prior to the current year.

**Recognition:**

- **State** - Plaque and memento presented at the annual NYSACCE4-HE conference and an award of $200 toward expenses for participation in the current year's national conference.
- **National** - Plaque presented at NAE4-HA conference.
Award of Merit recognizes statewide or regional (multi-county) leadership in the 4-H Program, which may include the design of a special program, the development of high quality educational materials, or overall leadership. State award only.

Eligibility - Nominee may be an individual or a team who:

- May or may not belong to our Association
- May or may not hold the title of Cooperative Extension 4-H Educator
- May or may not be employed by Cooperative Extension

Selection criteria:

- **Professional Attitude - 25%**
  Work with Professional Associations and Extension Committee Responsibilities
- **Professional Accomplishments - 50%**
  Size and Depth of Program, Program Improvements and Program Innovations
- **Specific Support of Extension Youth Programming - 25%**

Nomination Procedure for Award of Merit:

1. A nomination must be made by a NYSACCE4-HE member in good standing.
2. Materials supporting the nomination should be assembled in a binder - in a simple, concise manner and include the following:
   - A letter of nomination describing the nominee's contribution to the 4-H Program and specifying how the selection criteria have been met.
   - Letters of recommendation from 4-H Staff, Volunteers and other community leaders.
   - Additional supporting documentation, other than letters, such as photographs and newspaper releases.

Recognition:

- Plaque presented at the NYSACCE4-HE Annual Conference.
- Up to two "Awards of Merit" may be given annually.
Service Award Process

Nomination and application procedure for Meritorious Service Award, Distinguished Service Award, Achievement in Service Award, NYS 4-H Innovative Service Award, and NYS 4-H Special Service Award

NOTE - The procedure for the MSA, DSA, ASA, ISA, and SSA includes a peer nomination, an application, and a packet submitted to Member Recognition Chair following this process:

1. A NYSACCE4-HE or NAE4-HA member in good standing submits a nomination form (see page 8). This is a peer nomination. The form, included in this booklet, records the nominee's name, award category, and years of service, membership in NYSACCE4-HE and NAE4-HA, and provides a brief statement in support of the nominee. It is sent to the chairperson of the Recognition and Awards Committee by January 4, 2016.

2. Upon receipt of the nomination form, the Recognition and Awards Chairperson will verify the nominee's years of service, membership status, and eligibility.

3. If qualifications are met, the nominee is sent a letter of congratulations and an application form. The letter identifies the nominator and explains that the nominator and nominee must prepare the application jointly.

4. The nominator is sent a letter which verifies the nominee's eligibility, outlines the nominator's responsibilities and indicates the date when the application portfolio is due.

5. For MSA, DSA, and ASA an application, 50 word statement and picture will be submitted to NAE4-HA by April 1, 2016.

6. The spacing format, font, and number of pages CANNOT be changed or altered on the application form. If the form is being downloaded electronically, no changes in format or font size may be made. Applications that do not match the standard format will be disqualified.

7. The application portfolio is to include only those items used in the selection process: a cover letter, the application, and the specified number of letters of support. Other documentation (pictures, press releases, additional letter, etc.) may be added after selections are made, but before the portfolio is given to the award recipient. Portfolios of recipients will be displayed at the NYSACCE4-HE annual conference.
Service Awards Nomination Form

Check the appropriate award category for this nomination:

________ Meritorious Service Award        ________ NYS 4-H Innovative Service Award
________ Distinguished Service Award       ________ NYS 4-H Special Service Award
________ Achievement in Service Award

Candidate: ___________________________ Nominator: ___________________________

Address: ___________________________ Address: ___________________________

_________________________ ___________________________

Email: ___________________________ Email: ___________________________

Phone: ___________________________ Phone: ___________________________

Number of years as a member of NYSACCE4-HE ______
Number of years as a member of NAE4-HA ______
Number of years of service in 4-H youth development ______

A brief statement (50 word limit) outlining programming efforts and how the nominee meets the specified award description.

________________________________________
Signature of Nominator                              Date

Submit by January 4, 2016 to
Mary Fairley          phone: 518-885-0515
55 Skylark Drive      mlf9@cornell.edu
Ballston Spa, NY  12020
2016

SPECIALTY AWARDS

Award Listing & Award Process  Pages 10
Specialty Awards

The following is the list of the Specialty Awards available to NAE4-HA members in New York State

For all Specialty Awards the Association may submit one winning entry for regional or national judging if the entry qualifies.

4-H Military Partnership Award
Diversity Award
Excellence in 4-H Club Support Award
Excellence in Camping Award
World Citizenship in 4-H Youth Development Award
Search For Excellence in Teen Programming Award
Excellence in Global Citizenship Programming
Excellence in Animal Science Programming Award
Excellence in Urban 4-H Programming Award
Excellence in Geospatial Programs Award
Excellence in Natural Resources/Environmental Education Award
Excellence in Communication and Expressive Arts Award
Excellence in Healthy Living Programming Award

Beyond Youth Leadership Award
Educational Technology Award
Excellence in Teamwork Award
Greg Yost Memorial Leadership Award
Excellence in 4-H Volunteerism
Interactive 4-H Educational Web Site Award
Denise Miller National 4-H Innovator Award

Award Process

Please read carefully as the process for Specialty Awards is self-nomination and all awards offered by NAE4-HA are available to NYS 4-H Educators.

Note: The procedure has changed and the process is outlined here.

- All active members of NAE4-HA are eligible for all regional and national awards.
- Membership status is determined using NAE4-HA database as of January 31, 2016.
- Names and descriptions of awards can be found on the NAE4-HA website. Click on the Awards box. Within the NAE4-HA Awards Description Table will be the listing, description, and requirements for Specialty Awards.
- Pay special attention to what is required in the criteria for each award.
- One copy of the packet must be submitted electronically to the NYS Recognition and Award Chairperson by February 1, 2016.
2016

PROFESSIONAL DEVELOPMENT

Award Description  Page 12
Award Process  Page 13
Application  Page 14
**NYSACCE4-HE Professional Development Scholarship Awards** provide opportunities for Extension 4-H and Youth professionals to increase their competence and advance the 4-H program in New York State. The awards committee will base the number and amount of awards on the Association’s available funds.

**NOTE:** Other scholarship and award opportunities are included in the NAE4-HA Member Recognition Award Description and Application Handbook for 2016; please submit those applications to the NYSACCE4-HE Awards Committee for processing by the **February 1, 2016** deadline. Go to website: www.NAE4HA.org

**Award Categories:**

1. **Professional Development Opportunity Award** - One or more monetary awards will be given in varying amounts. These funds are not intended for college degree programs or for attendance at the NYSACCE4-HE or NAE4-HA conferences. Funds are intended for expenses (i.e. fees, travel, support materials, lodging) incurred for workshops or seminars, professional study tours or individual education experiences applicable to the youth development profession. Preference will be given to requests that enhance youth program educational goals and networking with youth serving organizations/professions.

2. **Advanced Degree Study** - One or more monetary awards will be given in varying amounts for a member enrolled and currently engaged in an approved advanced college degree study program. Funds cannot be used for course work or studies that have already been completed prior to application. Funds will be distributed to successful applicants upon successful completion of current course work.

**Eligibility:**

- Be a member of NYSACCE4-HE in good standing at least the immediate consecutive two years, as well as the current year, as validated by treasurer and vice president.
- NYSACCE4-HE dues must be paid by **January 31, 2016**.
- Applicants must demonstrate a definite career interest as an Extension 4-H and/or youth professional and be actively engaged in extension youth programs as of the date the selection is made.
- Applicant may not have previously received a NYSACCE4-HE Professional Development Scholarship Award in the same category.
- The application must be for experiences that begin during the academic session *following* the February 1st postmark deadline.
- Applicant(s) must commit to presenting a poster session or workshop at the NYSACCE4-HE conference within two (2) years of award presentation.

**Selection Criteria:**

- Effective utilization and needs (50%)
- Leadership ability (30%)
- Extension experience and Career interest (20%)

**Funds to be Awarded:**

- The amount awarded to any individual will be based on the expenses projected, the number of applicants and the total funds available in a given year.
Professional Development

Application Procedure:

- All application materials (see application inclusions below) must be sent to the Recognition and Awards Chairperson by February 1, 2016.
- The Recognition and Awards Committee will select recipients and notify all applicants by May 1.

Application Inclusions:

1. Completed NYSACCE4-HE Professional Development Scholarship Award Application Form (see page 14).
2. Maximum of four (4) typed written pages including the following.
   - Justification (2 pages): a) Effective utilization and needs - Describe your professional development goals, plans and needs. State the beginning and ending dates of the development experience, the location(s) and how your professional development experience will help you increase your competency as an Extension 4-H/Youth professional. b) Leadership ability - Describe your 4-H/Youth program leadership responsibilities and size of program. Also list your leadership roles in State, Regional or National Extension 4-H organizations and in community or other groups. c) Extension experience and Career interest - List title(s), location(s) and dates of employment in all Extension and youth development positions. Describe your career interest as an Extension 4-H/Youth professional.
   - Budget (1 page): List projected expenses and the amount of funds you are requesting.
   - Extension of knowledge (1 page): Describe your plan for sharing information gained in addition to the required poster session or workshop. Examples - publications such as state or national News and Views, or Journal of Extension, discussions at district meetings, application in NYSACCE4-HE or NAE4-HA committee work.
3. Letter of support from your CCE supervisor (page 5 of application).
4. Advanced Degree Study only - proof from accredited institution of enrollment and proof of successful course completion if application is selected.

Recognition:

- Certificate presented at the NYSACCE4-HE annual meeting/conference. Funds will be distributed to recipients following successful completion of the experience.
New York State Association of Cornell Cooperative Extension 4-H Educators

Professional Development Award Application

Name ________________________________

Number of Years member of NYSACCE4-HE ____________
Number of Years member of NAE4-HA ____________
Number of Years of service in 4-H youth development ____________
Have you previously received a Professional Development Award? (if so, for what and when?) ________________________________

Are you currently enrolled in a college/university degree program to enhance your youth development profession?
______ No ______ Yes Where: _____________________________________________________

Indicate the award you are applying for: _____________________________________________________

Criteria for Evaluation for Professional Development Awards:

Effective Utilization and Needs (50%) – Please describe your professional development goals, plans and needs. Include beginning and ending dates, place(s) of study, major course(s) and how your professional development experience will help you reach your professional development goal and increase your competency as an Extension 4-H Youth Professional.

Leadership Ability (30%) – Please describe your responsibility in 4-H/Youth work, such as organizations, program development, volunteer and staff training, special programs, and size of program and youth staff. Also list your leadership roles in County, State, Regional or National Extension 4-H Organizations and in community or other groups.

Extension Experience and Career Interest (20%) – Please list job title(s), place(s) of work, date(s) or employment, and percentage of time in your work for all positions listed. Also describe your career interest as an Extension 4-H Youth Professional. Training should be appropriate for your position and future professional needs.

If given an award, I/we agree to present a poster session or workshop at the NYSACCE4-HE conference within 2 years of the presentation.

______________________________  ________________________
Signature of Applicant(s)          Date

All application materials due by February 1, 2016 to:
Mary Fairley phone: 518-885-0515
55 Skylark Drive mlf9@cornell.edu
Ballston Spa, NY 12020