

2017 FANREP AWARDS PROGRAM

Nomination Deadline (Including submittal of all materials)
April 9, 2017, midnight EST

Purpose:

The FANREP Awards Program fosters high standards among its members and helps expand the use of high quality, innovative educational materials and programs by honoring the outstanding members and partners who developed them.

Eligibility:

To be eligible to participate in the FANREP awards program, the nominator and nominee(s) must be paid active members and in good standing for the year in which the award application is being submitted. There are some exceptions to this requirement for team or multi-author materials, as stated in the description of specific award categories. Self-nominations are welcome in most categories.

Educational materials and programs must focus on or impact natural resources and/or natural systems (e.g., forest, wildlife, fisheries, water, range, watersheds, climate, human dimensions, recreation resources, etc.). Materials must be original works produced for use in an extension program, although this requirement does not preclude their use by other organizations.

For judging in 2017, materials and programs must have been produced or received by the intended audience during January 1 to December 31, 2016. If not selected for an FANREP award during 2017, nominations for Achievement Awards may be resubmitted in succeeding years. Outstanding Educational Materials nominations may be entered in only one year and cannot be resubmitted unless significant changes have been made to the original product(s). Educational materials may be entered in more than one class if they meet class criteria.

2017 ANREP Awards Program

Nominations and submissions to FANREP Awards Program will **NOT** be submitted online or otherwise automatically in the national ANREP awards competition website. Submittals for the ANREP awards program must be done separately and by the individual or team for the specific ANREP category(s). For information about the national awards program, please go to <http://www.anrep.org/>.

Awards

There are three major award categories:

Achievement awards (6 categories)

1. Early Career Leadership
2. Mid-Career Leadership
3. Career Leadership
4. Individual Program Leadership
5. Innovative Program Award
6. Outstanding 4-H/Youth Development Program

Educational Materials awards (13 categories)

1. Promotional Materials
2. Brief Publication
3. Short Publication
4. Long Publication
5. Newsletter
6. Series of Articles
7. Computerized Graphic Presentation/Slide Set
8. Radio
9. Video/Video Disc
10. Televised Conference/Videoconference/Webinar/Podcast
11. Web Sites/Social Media/Applications (Apps)
12. Online/Distance Courses
13. Mixed Materials

Recognition awards (4 categories)

1. Friends of FANREP
2. Outstanding Specialist
3. S.A.R.E. Professional Development for Sustainable Food and Agricultural Systems Program Scholarship
4. UF/IFAS Extension Office Sustainability Best Practices Recognition Award

Submission of Awards

Deadline:

All nominations and submissions must be **received** by midnight on April 9, 2017. Late nominations and submissions will not be considered.

Submission Format:

Send nominations and supporting materials in electronic format (MS Office software compatible documents). Materials can be transmitted electronically via email, file share via Dropbox or OneDrive @ UF, or mailed on a CD/DVD to the address below.

Email: szcrmchz@ufl.edu
 File Share: share with szcrmchz@ufl.edu
 Mail: Susan Haddock
 UF/IFAS Extension Hillsborough
 5339 CR 579
 Seffner, FL 33584

Labeling of Awards for Submission:

1. Submit all electronically submitted awards with a subject line "2017 FANREP (insert name of award) Award Submittal". **S.A.R.E. Professional Development Scholarship Award** entries must be forwarded to Kelly Monaghan at kmon913@ufl.edu.
 - a. Examples of category:
 - i. 2017 FANREP Career Leadership Submittal
 - ii. 2017 Friends of FANREP Award Submittal
 - iii. 2017 FANREP Promotional Material Award Submittal
2. Labeling documents and supporting materials:
 - a. Label all award documents with award name, hyphen, last name, hyphen first name of nominee or primary group member nominee.
 - b. For multiple materials separate name with hyphen and short document description
 - c. Example:
 - i. Early Career Leadership
 - Early Career Leadership-Smith-John-resume
 - Early Career Leadership-Smith-John-nomination
 - ii. Promotional Materials
 - Promotional Materials-Smith-John-nomination
 - Promotional Materials-Smith-John-supporting-1
 - Promotional Materials-Smith-John-supporting-2

When You Receive an Award

Award winners will be notified via e-mail and announced in the FANREP newsletter and on the FANREP web page. Winners will receive recognition via plaque or certificate. **All winners of the FANREP Awards Program are required to submit a photograph and short article** describing their program (in addition to submitted materials) for use in the FANREP newsletter. Photographs need to be of sufficient quality and detail to reprint. Submit one photograph of individual or team per award.

Presentation of Awards

All awards will be presented at the Extension Professionals Association of Florida (EPAF) 2017 Conference, August 28-31, 2017.

Award Descriptions and Criteria

Achievement Awards

Achievement Awards recognize exceptional FANREP members who exhibit outstanding leadership and program excellence individually and in teams. An Extension program is a set of educational materials and events aimed at creating impact within a particular audience over a short or long time period. One award will be presented in each Achievement Award category.

Nomination Procedures for ALL Career Leadership Awards (1-3)

The nomination may be made by anyone that has direct knowledge of the nominee's Extension achievements. Self-nominations are **not** permitted, but nominees may provide information to the nominator for possible inclusion in the nomination.

The nomination shall include:

- a. A resume from the nominee, not exceeding 10 - 8 1/2" x 11" pages, that includes the nominee's education (degrees, year, major, institution), employment experience starting with current position (title, employer, location, dates, brief job description), extension accomplishments, and other information as appropriate (e.g., publications, grants, awards, etc.).
- b. A statement prepared by the nominator, not exceeding three (3) 8 1/2" x 11" pages, that includes the following information in the order specified:
 - i. **Award Name:** *Early Career Leadership Award, Mid-Career Leadership or Career Leadership*
 - ii. **Nominator:** Full name, title, address, telephone number, e-mail address
 - iii. **Nominee:** Full name, title, address, telephone number, e-mail address
 - iv. **Program Accomplishments:** Extension career highlights explaining the professional and leadership role the nominee has played in administering, planning, designing, delivering, and evaluating strong extension policies, procedures, or programs at the state, regional, national, or international levels. Clearly explain the role the nominee's program has played in preparing people and/or communities to address critical social, economic, and/or environmental issues. Describe: issue(s) addressed, resources involved (people, agencies/cooperators, funds, supplies or equipment), target audience(s), educational methods, results

(impacts on people, communities, or natural resources), and implications for future programs.

Judges: The FANREP Awards Committee will evaluate nominations and make a final decision.

- 1. Early Career Leadership** - One (1) award per year. A member may receive this award only once in a lifetime.

Purpose:

This award recognizes the achievements of FANREP members with less than seven (7) years of Extension service who have exhibited leadership and excellence in planning, designing, delivering, and evaluating Extension natural resources programs. **In addition to a description, nominations for this class require one letter of recommendation from a professional colleague and/or stakeholder.**

Judging criteria:

- 1) Does the nominee exemplify strong leadership skills at the state, regional, national, or international levels that are exemplary for an early-career professional? (25 Points)
- 2) Does the nominee show outstanding efforts to define issues, identify target audiences, plan and administered educational programs, and use multiple resources and delivery methods? (25 Points)
- 3) Do the nominee's programs play an important role in preparing people and/or communities to address critical social, economic, and/or environmental issues? (25 Points)
- 4) Did the nominee evaluate their programs, highlighted results and demonstrate significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)
- 5) Comments, Suggestions or Recommendations

- 2. Mid-Career Leadership** - One (1) award per year. A member may receive this award only once in a lifetime.

Purpose:

This award recognizes the achievements of experienced FANREP members with seven (7) to fifteen (15) years of extension service who have exhibited leadership and excellence in planning, designing, delivering, and evaluating Extension natural resources programs. **In addition to a description, nominations for this class require a maximum of three letters of recommendation from professional colleagues and/or stakeholders.**

Judging criteria:

- 1) Does the nominee exemplify strong leadership skills throughout their career delivering exemplary extension programs at the state, regional,

- national, or international levels that are exemplary for a mid-career professional? (25 Points)
- 2) Does the nominee's programs play a critical role throughout their career in identifying resources, involving key people, agencies/cooperators, funds, supplies or equipment and identifying appropriate target audience(s)? (25 Points)
 - 3) Throughout their career, has the nominee's programs played an important role in preparing people and/or communities to address critical social, economic and/or environmental issues? (25 Points)
 - 4) Does the nominee evaluate their programs and highlight significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)
 - 5) Comments, Suggestions or Recommendations

3. Career Leadership - One (1) award per year. A member may receive this award only once in a lifetime.

Purpose:

This award recognizes the achievements of experienced FANREP members who have more than 15 years of extension experience and have exhibited leadership and excellence in planning, designing, delivering, and evaluating high impact extension natural resources programs throughout their careers.

In addition to a description, nominations for this class require a maximum of three (3) letters of recommendation from professional colleagues and/or stakeholders.

Judging criteria

- 1) Does the nominee exemplify strong leadership skills throughout their career delivering exemplary extension programs at the state, regional, national, or international levels? (25 Points)
- 2) Does the nominee's programs play a critical role throughout their career in identifying resources, involving key people, agencies/cooperators, funds, supplies or equipment and identifying appropriate target audience(s)? (25 Points)
- 3) Throughout their career, has the nominee's programs played an important role in preparing people and/or communities to address critical social, economic and/or environmental issues? (25 Points)
- 4) Does the nominee evaluate their programs and highlighted very significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)

Nomination Procedures for ALL Program Awards (4-6)

The nomination may be made by anyone that has direct knowledge of the nominee's extension achievements. Self-nominations are NOT permitted, but

nominees may provide information to the nominator for possible inclusion in the nomination statement.

The nomination shall include a statement prepared by the nominator, not exceeding three (3) 8 1/2" x 11" pages, that includes the following information in the order specified:

- a. **Award Name:** *Individual Program Leadership Award*
- b. **Nominator:** Full name, title, address, telephone number, e-mail address
- c. **Nominee:** Full name, title, address, telephone number, e-mail address
- d. **Program Accomplishments:** Explain the professional and leadership role the nominee has played in administering, planning, designing, delivering, and evaluating an extension educational program at the county, state, regional, national, or international level. Clearly explain the role the nominee's program has played in preparing people and/or communities to address critical social, economic, and/or environmental issues. Describe: issue addressed, resources involved (people, agencies/cooperators, funds, supplies, or equipment), target audience, educational methods, results (impacts on people, communities, or natural resources), and implications for future programs.

Judges: The FANREP Awards Committee will evaluate nominations and make a final decision.

4. Individual Program Leadership - One (1) award per year. A member may receive this award more than once, but only for distinctly different programs.

Purpose: This award recognizes the achievements of FANREP members who have exhibited leadership and excellence in planning, designing, delivering, and evaluating a specific extension natural resources program.

Judging criteria

- 1) Does the nominee exemplify strong leadership skills in administering, planning, designing an extension program at the state, regional, national, or international levels? (25 Points)
- 2) Does the nominee's program play a critical role in preparing people and/or communities to address critical social, economic, or environmental issues? (25 Points)
- 3) Does the nominee's program clearly identify the issue and appropriate target audience(s) addressed, and the resources including key people, agencies/cooperators, funds, supplies, or equipment? (25 Points)
- 4) Does the nominee evaluate their programs and highlight significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)
- 5) Comments, Suggestions, or Recommendations

5. Innovative Program Award - One (1) award per year. All FANREP members that were significantly involved in conducting the program will receive a certificate or plaque.

Purpose: This award recognizes an especially innovative extension natural resources program including a set of educational materials and events aimed at a specified audience to address a particular issue. It recognizes unique, cutting edge, risk-taking programs that succeed in meeting their objectives. If a team, at least one FANREP member must have a significant role in conducting the program.

Judging criteria

- 1) Does this unique program identify relevant natural resources issue(s), resources (people, agencies/cooperators, funds, supplies, or equipment) and appropriate target audiences? (25 Points)
- 2) Was this program a unique, cutting edge, risk-taking effort? Judging from the description of the issue being addressed, do the program objectives and educational methods implemented demonstrate a high degree of innovation? (25 Points)
- 3) Did the nominee evaluate their program and provide highlights of significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)
- 4) Is there potential for this program to expand, be replicated, or lead to changes in other programs that would benefit from this innovation? (25 Points)
- 5) Comments, Suggestions, or Recommendations

6. Outstanding 4-H/Youth Development Program - One (1) award per year. All FANREP members that were significantly involved in conducting the program will receive a certificate or plaque.

Purpose: This award recognizes an outstanding extension natural resources program - a set of educational materials and events - aimed at a 4H/Youth audience to address a particular issue. It recognizes unique, cutting edge, risk-taking programs that succeed in meeting their objectives. At least one (1) FANREP member must have a significant role in conducting the program.

Judging Criteria:

- 1) Does this unique program identify relevant natural resources issue(s), resources (people, agencies/cooperators, funds, supplies, or equipment) and appropriate target audiences? (25 Points)
- 2) Was this program a unique, cutting edge, risk-taking effort? Judging from the description of the issue being addressed, do the program objectives

- and educational methods implemented demonstrate a high degree of innovation? (25 Points)
- 3) Did the nominee evaluate their program and provide highlights of significant impacts on people, communities, or natural resources, and implications for future programs? (25 Points)
 - 4) Is there potential for this program to expand, be replicated, or lead to changes in other programs that would benefit from this innovation? (25 Points)
 - 5) Comments, Suggestions, or Recommendations

Judges: The FANREP Awards Committee will evaluate nominations and make a final decision.

Educational Materials Awards

These awards recognize outstanding Extension natural resources educational materials in several categories. Judging will emphasize the usefulness of an educational material to a target audience. Awards are intended for materials developed principally by FANREP members, unless otherwise specified in the class description.

Up to three (3) awards may be given for each category of educational material, i.e., first, second and third place. Depending on the number and quality of materials in a class, judges may give fewer awards.

Nomination Procedures for ALL Educational Materials Awards

Any FANREP member may nominate an educational material. A FANREP member must have been *significantly* involved in producing the material (e.g., performed at least one (1) of these functions: overall coordination, technical content, editing, graphics, photography, design and layout, computer programming, etc.). A material may be entered in only one year.

It may be entered in another year if significant changes have been made to the original product. A material may be entered in more than one (1) category if it meets category criteria.

Nominee is responsible for entering material in the appropriate category(s). Educational materials will not be returned.

The nomination statement, not exceeding three (3) 8 1/2" x 11" pages, must include the following information in the order specified:

- a. **Educational Materials Award:** (*Category Name*)
- b. **Nominator:** Full name, title, address, telephone number, e-mail address

c. Title Of Educational Material**d. Description (see judging criteria below):**

- i. Target audience
- ii. Issue addressed
- iii. How the product will be used with, distributed, or marketed to the target audience
- iv. Expected outcome (what the audience will do as a result of using this material and learning this information)
- v. Evaluation results (or plans)
- vi. Role of FANREP member(s) in producing the material
- vii. Other information required in the award description or other information the nominator thinks is relevant to judging this material.

1. **Promotional Material:** Any materials used to promote an educational event or product (e.g., brochure; letter; video; newspaper, radio or television advertisement; magnet; cup, etc.). Submit one (1) copy of a promotional material. If there are several promotional materials related to the same program or product, submit one (1) copy of each and include an explanation about how this package of materials was (will be) used in the nomination. Submissions may be in PDF format, or link to another online location.
2. **Brief Publication:** Single publications with six (6) or fewer pages or multiple publications focused on a theme that collectively have six (6) or fewer pages. Submit one (1) publication or submit one (1) of each, if there is a series.
3. **Short Publication:** Single publications with 7-24 pages or multiple publications focused on a theme that collectively have 7-24 pages. Submit one (1) publication or submit one (1) of each, if there is a series.
4. **Long Publication:** Single publications with 25 or more pages or multiple publications focused on a theme that collectively have 25 or more pages. Submit one (1) publication or submit one (1) of each, if there is a series
5. **Newsletter:** Newsletters or magazines that are distributed to a targeted list of people on a planned schedule at least two (2) times per year. Submit two (2) different newsletters or magazines from the series. Include a description of the publication frequency in the nomination.
6. **Series of Articles:** A planned series of articles published in a newspaper, magazine, or newsletter that is not controlled by Extension. Submit at least two (2) different articles from the series. Include a description of the publishing outlet (name and type of publication) and frequency or number of articles published in the nomination.
7. **Computerized Graphic/Slide Set Presentation:** Digital slide sets and computerized graphic presentations (e.g.: Power Point) that have been

distributed and utilized by others for educational or training programs. These materials must provide sufficient documentation to be utilized independently without substantial subject matter research. Submit the slide set or computerized graphic and written script. If there is an audio tape of the script, do not send the tape, but include a transcript of the tape. Describe the equipment needed to operate the presentation, and how and for what purpose others have utilized the presentation.

8. **Radio:** Single radio programs and/or a series of programs focused on a theme. Programs may be pre-recorded or live. Submit URL links to recordings or audio file, but not more than 30 minutes of audio in total.
9. **Video/Video Disc:** This class includes single video recordings or discs as well as a series of video recordings or discs focused on a theme. Submit URL link to materials or provide video disc(s) (CD/DVD). If the video is part of a series, submit one (1) video from the series (or up to 30 minutes of video if there are several short videos), and include a brief content description of the other videos in the nomination.
10. **Televised Conference/Videoconference/Webinar/Podcast:** This category includes live television broadcasts, video conferences, webinars, and podcasts. Submit one video disc of the television program, videoconference, webinar or podcast or link to an online version. If there are several programs in a series, include a video disc of (or link to) one program and include a brief content description of the other programs. Include a description of how the program was promoted and its estimated audience size. Include copies (PDF format) of any supporting educational materials used by the audience during the program.
11. **Web Sites/Social Media/Applications:** This category includes Web-based educational resources, including Web pages, blogs, social media sites and applications (apps), including those formatted for mobile devices. Submit the link to the web-based resource. Judges will access the site and evaluate it online. If a password is required, please provide a password or instructions to enter the site.
12. **Online/Distance Courses:** This category includes web-based educational resources such as on-line and learning management system courses. Submit URL for web page address and/or course link. Be sure to provide judges with access to courses. If a password is required, provide a password or instructions to enter the site. If there are supporting written materials necessary for web-based courses, submit one (1) copy of each item.
13. **Mixed Materials:** Combinations of different types of educational and promotional materials focused on a single extension program. For example, there may be a publication, video, web page, series of news releases, and magnet with an educational message associated with an issue. These

educational materials may be submitted under their individual classes as well as the Mixed Materials class. Submit one (1) copy of each item. Refer to the other class descriptions above for further guidance on what to submit.

Judging Criteria - Educational Materials Awards

- 1) To be eligible for a FANREP award the following criteria must be met. If the criteria is not met, the judges will not rate the nomination, however, will provide comments, suggestions, or recommendations.
 - i. The nomination must be completed correctly.
 - ii. The nominated material is outstanding and worthy of state recognition.
 - iii. The materials must have been produced or received by the intended audience during the previous calendar year, January 1 to December 31, 2016.
- 2) Relevance (20 points) Is the nomination relevant to natural resources or natural systems, and has the nominator explained how the nomination impacts or connects with natural resources or natural systems.
- 3) Content (20 Points) Is the content useful to the target audience, correct, well organized, and presented in a logical flow? Is the target audience identified? Is it presented in an innovative way?
- 4) Editing (20 Points) Does the written text (or spoken narration, in the case of a webinar or video presentation) include vocabulary, grammar, and sentence length that will be understood easily by the target audience? Are spelling and punctuation correct? Is the sound track clear; do speakers clearly articulate; are appropriate natural sounds from the environment included?
- 5) Graphics and design (20 Points) Are graphics (e.g., drawings, charts, photographs) used where appropriate, designed and labeled so their meaning is clear, and of high visual quality? Is the overall layout and design appealing and useful to the audience? Are there layout or design flaws?
- 6) Evaluation and impact (20 Points) Are there needs assessments and evaluation results? Do they demonstrate positive reactions and impact? Have evaluations been used to improve the materials.
- 7) Comments, Suggestions or Recommendations

Judges: The FANREP Awards Committee will evaluate nominations and make a final decision.

Recognition Awards

1. Friends of FANREP

Purpose:

This award acknowledges the outstanding contributions of individuals and organizations throughout the state that have freely given time and resources to support Extension Service Natural Resources educational programs.

One (1) award per lifetime. Individual or organization will be awarded.

Nomination Procedures:

The nomination may be made by anyone that has direct knowledge of the individual and/or organization. Nominations by extension agents involved with the individual and/or organization are encouraged.

The nomination shall include a statement prepared by the nominator, not exceeding two (2) 8 1/2" x 11" pages, that includes the following information in the order specified:

- a. **Award Name:** *Friends of FANREP Extension Award*
- b. **Nominator:** Full name, title, address, telephone number, e-mail address
- c. **Nominee:** Full name, title, organization name, address, telephone number, e-mail address
- d. **Program Description:** Answer the following:
 - i. Give a brief description of the nominee's contributions to extension natural resource programs both past and present.
 - ii. Why is this nominee the most deserving of the Friends of FANREP award?
 - iii. General information about the nominee's family, community services, and activities.
 - iv. Note: If your nominee is an award recipient, we will need two (2) electronic photos of the nominee and a summary of 75 words or less for the EPAF program brochure.

Judging Criteria:

- 1) Considering their stated activities, background and length of involvement with the FANREP member or natural resource program, how significant are the contributions of this nominee? Does the nominee exemplify strong leadership skills and exemplary contributions that benefit or promote natural resource extension programs? (25 Points)
- 2) Does the nominee play a critical role in volunteering time, identifying resources, involving key people, agencies/cooperators, funds, supplies or equipment and/or identifying appropriate target audience(s)? (25 Points)

- 3) Does the nominee's contributions play an important role in preparing people and/or communities to address critical social, economic, and/or environmental issues? (25 Points)
- 4) Does the nominee's contributions have implications for future programs? (25 Points)

Judges: FANREP Awards Committee

2. Outstanding Specialist

Purpose: This award acknowledges the outstanding contributions of state Extension Specialists throughout the state that have given outstanding time and resources to support Extension Service Natural Resources educational programs.

One (1) award per lifetime. Individual or organization will be awarded.

Nomination Procedures: The nomination may be made by anyone who has direct knowledge of the individual and/or organization. Nominations by Extension agents involved with the individual and/or organization are encouraged.

The nomination shall include a statement prepared by the nominator, not exceeding two (2) 8 1/2" x 11" pages, that includes the following information in the order specified:

1. **Award Name:** *Outstanding Extension Specialist of FANREP*
2. **Nominator:** Full name, title, address, telephone number, e-mail address
3. **Nominee:** Full name, title, organization name, address, telephone number, e-mail address
4. **Program Description:** Answer the following:
 - i. Give a brief description of the nominee's contributions to extension natural resource programs both past and present.
 - ii. Why is this nominee the most deserving of the Outstanding Specialist of FANREP award?
 - iii. General information about the nominee's UF/IFAS extension specialist program and activities.
 - iv. Note: If your nominee is an award recipient, we will need two (2) electronic photos of the nominee and a summary of 75 words or less for the EPAF program brochure.

Judging Criteria:

- 1) Considering their stated activities, background and length of involvement with the FANREP member or natural resource program, how significant are

the contributions of this nominee? Does the nominee exemplify strong leadership skills and exemplary contributions that benefit or promote FANREP Extension programs? (25 Points)

- 2) Does the nominee play a critical role in volunteering time, identifying resources, involving key people, agencies/cooperators, funds, supplies or equipment and/or identifying appropriate target audience(s)? (25 Points)
- 3) Does the nominee's contributions play an important role in preparing people and/or communities to address critical social, economic, and/or environmental issues? (25 Points)
- 4) Does the nominee's contributions have implications for future programs? (25 Points)

Judges: FANREP Awards Committee

3. S.A.R.E. Professional Development For Sustainable Food And Agricultural Systems Program Scholarship

Purpose: This scholarship award supports participation by county extension faculty members in educational opportunities that will enhance their ability to develop and deliver local extension programming relevant to the goals of the Sustainable Agriculture Research and Education (SARE) Program of USDA and the UF/IFAS Center for Sustainable and Organic Food Systems (CSOFS). The overall objective of the scholarship is to help county extension faculty members gain the skills and knowledge needed to develop and deliver relevant educational programs as a part of their assigned extension responsibilities.

Type of Award: Two (2) scholarships in the amount of \$750 are available. The scholarship is intended to support travel to a professional conference of the recipient's choice (see discussion of eligible conferences below). The scholarship may be used for conference registration, poster fees, travel expenses, and lodging.

Proposals for international travel are not eligible.

Travel must be completed between September 1, 2017 and August 30, 2018.

The chosen conference must be relevant to sustainable agriculture as defined by the USDA-SARE Program and/or must be related to food systems and support the objectives of the CSOFS.

Applicants should consult the USDA SARE Program website (see <http://www.sare.org/About-SARE/What-is-Sustainable-Agriculture>) for a definition of sustainable agriculture. The objectives of the CSOFS are to:

1. Develop and sustain local food production systems and producers,
2. Respond to the needs and preferences of consumers,
3. Develop and sustain food distribution and marketing systems to meet the needs of local producers and consumers, and to
4. Enhance the economic, environmental, and social sustainability of local and regional food systems.

Recipient Responsibilities: Scholarship recipients must fulfill the following obligations:

1. Scholarship recipients will be expected to submit an abstract for acceptance of a poster or presentation at the Extension Professional Associations of Florida (EPAF) meeting in 2016. The poster/presentation can be educational in nature about a topic relevant to sustainable agriculture and/or food systems the scholarship recipient learned at the conference, or can highlight existing county programming in these areas. If the scholarship recipient is unable to attend EPAF, they must propose an alternative venue for disseminating information to their colleagues.
2. Scholarship recipients must also submit a one (1) page report describing the conference's relevance to sustainable agriculture and/or food systems and how the information gathered at the conference will be incorporated into their county programming. The report will be due within two (2) weeks of travel.
3. Scholarship recipients must provide a report of accomplishments that resulted from the educational opportunity. For example, programs offered and number of farmers served.
4. Failure to meet recipient responsibilities will deem the scholarship recipient ineligible for future financial support through the Florida SARE Program and/or the Center for Sustainable and Organic Food Systems.

Nomination Procedures: Self-nomination. This scholarship is available to Florida County Extension faculty. Applicants must be a current member in good standing of any one of Florida's Extension Professional Associations. Scholarship recipients of the previous two (2) years are ineligible.

Judging Criteria: *S.A.R.E. Professional Development Scholarship Awards will be forwarded to Kelly Monaghan.* Proposals will be evaluated based on four criteria:

- 1) The applicant meets eligibility criteria as defined in the application package.
- 2) The degree to which the proposed educational opportunity is relevant to sustainable agriculture and/or food systems in general.
- 3) Evidence that the individual applicant will gain knowledge and skills that will enhance their ability to develop and deliver Extension programs that will further the mission of the USDA, SARE program in Florida.

- 4) A clear plan is in place for putting the knowledge and skills gained from the professional development activity to use to develop local extension programs that support the mission of the USDA, SARE program.

Judges: Applications will be reviewed by a selection committee comprised of members of FACAA, FANREP, FEAFCs, FAE4HA and the Florida SARE Advisory Council.

4. UF/IFAS Extension Office Sustainability Best Practices Recognition Award

Purpose: Recognize UF/IFAS Extension offices that have taken steps to save money and resources through “lead by example” actions utilizing sustainability best management practices.

Background: Many UF/IFAS Extension Office personnel are being asked to save money for their counties in creative ways. The UF/IFAS Program for Resource Efficient Communities, working with UF’s Office of Sustainability and undergraduate students in UF’s College of Design, Construction and Planning, produced the documents:

1. *Action Plan for Promoting Sustainability in Extension Offices*
http://buildgreen.ufl.edu/Extension_and_Sustainability/Action_Plan_for_Promoting_Sustainability_in_Extension_Offices_1_30_14_V2%20-FINAL.pdf, and
2. *Action Plan for Promoting Sustainability Data Log*
http://buildgreen.ufl.edu/Extension_and_Sustainability/Action_Plan_for_Promoting_Sustainability_Data_Log_Feb_2014.pdf

Also found linked on:

http://buildgreen.ufl.edu/Sustainable_Floridians.htm).

The intent is to help UF/IFAS Extension Offices become resource-efficient, sustainable, to create behavior models for the clients and community they serve and save money. This program will recognize UF/IFAS Extension Offices that have taken steps to save money and resources through recommended “lead by example” actions.

As a way of encouraging participation, FANREP is offering an opportunity for statewide recognition beginning at EPAF, 2017.

Type of Award/Recognition:

1. FANREP UF/IFAS Extension Office Award at 2017 EPAF: Team certificate for submitting team member office. One (1) award.

2. Annual winner can submit to UF/IFAS Office of Sustainability Extension Office Champions of Change program. Application due early spring the following year. See website: <http://sustainable.ufl.edu/news-events/champions-for-change-awards/>
3. Member Choice Award (online review of submittals, if more than one (1) by all membership for idea sharing and online voting). Team certificate at EPAF, 2017. One (1) award.

Nomination Procedures: Submit your office success story of the benefits your office and citizens are receiving as a result of the best practices you have already implemented and documented. See Success Story section, below, for details.

1. Success Story: Since beginning your UF/IFAS Extension Office Sustainability activities, what are some examples of financial savings, efficiencies, or environmental benefits you have documented within your organization? (500 word maximum – use bullet points)
 - a. What contributed most to the success of your program? Include explanations of item such as policy changes, resolutions, employee education, organizational leadership, internal incentives, etc. (1000 word maximum – bold items headings)
 - b. What savings and successes have you been monitoring? Please identify and quantify (provide documentation) information regarding items that your office has been tracking that document your success stories. (Summary: 500 word maximum; supporting documentation and no more than five (5) photos allowed in addition to summary).
2. Application: Complete UF/IFAS Extension Office Sustainability Best Practices Recognition Program Application. Application must be certified by Extension Director. Application attached.

Judging Criteria: Award winners will be based on the highest total score achieved on the UF/IFAS Extension Office Sustainability Best Practices Recognition Score Sheet.

- 1) **Award Application Complete** (5 points): All documents are provided, including support documentation
- 2) **Narrative** (5 points): A clear, concise narrative effectively describing how the County Extension Office is exceling in implementing measures that promote sustainability.
- 3) **Innovation** (10 points): Imagination and initiative in deriving greater or different values from resources
- 4) **Success Story item # 1 Monitoring Effort/Activity** (10 points): County Extension Office is effectively measuring progress. Documented cost, resource savings, increased productivity and efficiency

- 5) **Success Story Item # 2 Ability to Replicate** (10 points): The ability to be replicated at an economical cost in other County Extension Offices.
- 6) **Success Story Item # 3 Examples** (25 points): Provided records of examples that identify and quantify information the County Extension Office has been tracking.
- 7) **Accomplishments** (30 points): Include a list of accomplishments
- 8) **Success Story Communication** (5 points): County Extension Office effectively communicates successes.

Judges:

1. FANREP Award: FANREP Awards Committee
2. UF/IFAS Office of Sustainability Extension Office Champions of Change Recognition: UF/IFAS Office of Sustainability
3. Member Choice Award: All/any FANREP current members can submit totaled score sheet to FANREP Awards Committee.



**UF/IFAS Extension Office Sustainability Best Practices
Recognition Program Application**

Due Date

Application and success story is due no later than the last day of FANREP Awards Program submissions before 12 midnight.

Submit To

FANREP Awards Committee Chair(s)

UF/IFAS Extension Office Applying:

Application Submitted By

Name: _____

Title: _____

Email: _____ Phone: _____

Team Members:

Certification by Extension Director:

Name (print): _____

Name (sign): _____