



# Orange County Master Gardener Program LEGACY AWARD GUIDE FOR LETTERS OF RECOMMENDATION



The Orange County Master Gardener LEGACY Award is an acknowledgement of an Orange County Master Gardener (OCMG) whose outstanding achievements and sustained dedication have supported the UF/IFAS Extension Master Gardener Vision and Mission Statements.

To assist the LEGACY Award Committee in gaining insight into the achievements of the MGs being considered for this award, two letters of recommendation are required. These letters must be from two different individuals.

1. A letter from an OCMG or the OCMG Program Coordinator who possesses specific knowledge of how the LEGACY Award candidate's achievements have supported and enhanced the Master Gardener Program's Vision and Mission Statements and inspired others to a higher standard of service.
2. A letter from a member of the Orange County community or group\* that has benefited directly from the efforts of the OCMG being nominated and who possesses specific knowledge of how the OCMG has provided research-based horticultural education and service to the community or group.

*\*NOTE: If the achievements are focused within the OCMG community and UF/IFAS Extension Orange County Office, this letter should be from an OCMG or the OCMG Program Coordinator who has knowledge of the achievements.*

Each letter shall include:

- a) Identification of the OCMG's efforts that have created a legacy for the OCMG Program
- b) The OCMG's role in the project(s), such as leadership, guidance, behind the scenes work, camaraderie and public awareness for the Extension Program
- c) The **name**, **phone number** and **e-mail address** of the person writing the recommendation letter

Please submit the letters of recommendation by post, email or fax on or before **March 31<sup>st</sup>** of the year in which the OCMG is nominated for the LEGACY Award, directly to:

UF/IFAS Orange County Extension  
Administrative Specialist – Residential Horticulture  
6021 South Conway Road  
Orlando, FL 32812-3604

Additional contact information and any questions may be directed to the Administrative Specialist – Residential Horticulture.

Thank you for your support of this valued honor,

The UF/IFAS Extension Orange County Master Gardener LEGACY Award Committee

<b>MASTER GARDENER PROGRAM</b>	
<b>Vision Statement:</b>	To be the most trusted resource for horticultural education in Florida.
<b>Mission Statement:</b>	To assist extension agents in providing research-based horticultural education to Florida residents.