



# Orange County Master Gardener Program LEGACY AWARD NOMINATION GUIDE



This guide is intended to help the award nominee or advocate complete the Nomination Form, and it identifies the criteria to be used by the LEGACY Award Committee (LAC) to determine recipients of the LEGACY Award. The purpose of this award is to recognize Orange County Master Gardeners (OCMG) for outstanding achievements and sustained dedication in support of the Master Gardener Vision and Mission Statements.

<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.

## LEGACY AWARD CRITERIA

Candidates for this award shall have:

1. Served a minimum of five (5) years as an OCMG in good standing during each year of service
2. Been an active OCMG in good standing for three (3) consecutive years immediately prior to being nominated for the award
3. Not previously been a recipient of this award
4. Diligently worked to support the Master Gardener Program’s Vision and Mission Statements

The following qualities will be considered\* and if applicable should be addressed in the Nomination Form and in the Letters of Recommendation:

- Served a LEADERSHIP role in an Extension-approved event, committee, behind-the-scenes work, or community effort, planning and executing project tasks and goals effectively
- Promoted the spirit of TEAMWORK and CAMARADERIE when working with other OCMGs
- INFLUENCED other OCMGs to support the OCMG Program
- Exhibited CREATIVITY in ideas and solutions
- Showed ENTHUSIASM for the OCMG Program
- Increased PUBLIC AWARENESS for the Extension services

*\*NOTE: At least half of these qualities must have been exhibited by the nominee and the Nomination Form must address how the nominee exhibited the applicable qualities.*

## LEGACY AWARD PROCESS

A current OCMG or any Orange County Extension Agent may submit the following to the UF/IFAS Extension Orange County Administrative Specialist – Residential Horticulture, in person or by e-mail, post or by fax, no later than March 31<sup>st</sup> of the year in which the OCMG is nominated for the LEGACY Award:

1. A completed Nomination Form up to two pages in length,
2. Two letters of recommendation (see the Guide for Letters of Recommendation), and
3. Any additional information such as pictures and/or documentation used to promote or conduct the projects the nominated OCMG worked on to be considered for this award.

## ADVOCATE

- The Nomination Form must identify an advocate, even if the OCMG is nominating him/herself.
- An advocate may be an OCMG in good standing or any Orange County Extension Agent.
- The advocate provides support and corroboration of the candidate’s qualifications for the award. Unless the candidate is nominating themselves, the advocate is the person who nominates the candidate. He or she works with the candidate to write and edit the description of the OCMG’s outstanding achievements in the Nomination Form; helps solicit letters of recommendation for the candidate and gather appropriate additional information; and provides whatever information he/she has to help the LAC evaluate the candidate’s nomination for the LEGACY Award.



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## IMPORTANT NOTES

- See the LEGACY Award Procedures Guide for a complete description of the LEGACY Award process (particular attention should be paid to pages 4 and 5 of the LEGACY Procedures Guide because these pages describe how the Nomination Form is to be filled out and what the form must contain)
- Any questions may be directed to the UF/IFAS Extension Orange County Administrative Specialist – Residential Horticulture.
- An OCMG's impact on the Program is more significant than the number of years of service.
- The "qualities an OCMG has exhibited" should be described in the Nomination Form.
- "Good standing" includes having met all requirements for volunteer and education hours.
- The Nomination Form may not exceed two pages.
- The LAC may meet with the nominee &/or the nominee's advocates as part of the nomination process.
- The LEGACY Award is intended to be presented only when a candidate is judged to have met the award criteria, therefore the award may or may not be presented in any given year.
- The LEGACY Award will be presented at the OCMG Summer Team Building event.
- Recipients of the LEGACY Award are encouraged to use the nomination information to apply for state and national awards.

## CONTACT INFORMATION

**UF/IFAS Extension Administrative Specialist – Residential Horticulture**  
6021 S. Conway Rd.  
Orlando, FL 32812  
Phone: 407-254-9200  
[orange.ifas.fl.edu](http://orange.ifas.fl.edu)

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