



# Orange County Master Gardener Program LEGACY AWARD COMMITTEE PROCEDURES



## MASTER GARDENER PROGRAM

**Vision Statement:** To be the most trusted resource for horticultural education in Florida.  
**Mission Statement:** To assist extension agents in providing research-based horticultural education to Florida residents.

**NAME:**  
ORANGE COUNTY MASTER GARDENER LEGACY AWARD

**PURPOSE:**  
To acknowledge and award an UF/IFAS Extension Orange County Master Gardener (OCMG) for outstanding achievements and sustained dedication in support of the Master Gardener Program’s Vision and Mission Statements.

**TIMELINE:**

### LEGACY AWARD COMMITTEE TIMELINE

DATE	EVENT
January Recognition Banquet	ANNOUNCEMENT that LEGACY Award nomination process begins and that forms are available (hard copies, online and via e-mail).
Feb & March “pH News”	REMINDER of nomination deadline for LEGACY Award posted.
March 31 <sup>st</sup>	DEADLINE for submission of Nomination Forms and Letters of Recommendation.
April 30 <sup>th</sup>	DEADLINE for selection of LEGACY Award recipient by the LAC.
June/July	PRESENTATION of LEGACY Award at Summer Team Building Event.
<b>NOTE</b>	<i>The asterisks indicate the timeline for replacing the at-large LAC member whose term of office will expire.</i>
*Last Friday in August	* E-MAIL NOTICES sent to current OCMGs by OCMG Program Coordinator stating that the LAC is accepting nominations to fill an at-large member vacancy.
*September “pH News”	* REMINDER of nominations for at-large LAC member accepted through September Lunch ‘N’ Learn.
*September Lunch ‘N’ Learn	* <b>DEADLINE to submit own name or nominate a fellow OCMG (with his/her approval) to serve as an at-large member of the LAC.</b> Nominations should be sent to the OC Extension Administrative Specialist – Residential Horticulture.
*October “pH News”	* <b>BALLOT</b> sent to all OCMGs in good standing to elect at-large LAC member.
*Oct 1 <sup>st</sup> until 5 PM on the Friday before October Lunch ‘N’ Learn	* <b>VOTING</b> period for at-large LAC member. Only OCMGs in good standing may vote. Votes shall be e-mailed to the UF/IFAS Extension Orange County Administrative Specialist – Residential Horticulture.
*5 PM on the Friday before the Oct Lunch ‘N’ Learn	* <b>DEADLINE to vote for an OCMG to fill at-large LAC vacancy.</b>
October Lunch ‘N’ Learn	ANNOUNCEMENT of election results for new at-large LAC member.
October Advisory Committee Meeting	OCMG Advisory Committee (MGAC) appoints its new LAC member.
Until November 1, 2017	The LAC will consist of the initial six-member LEGACY Award <u>Development</u> Committee members and the elected MGAC Chair.
November “pH News” & Lunch ‘N’ Learn	LAC provides a list of the current year’s LAC members.
Nov. 1 <sup>st</sup> through Oct. 31 <sup>st</sup>	LAC operating year



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## **AWARD ELIGIBILITY CRITERIA:**

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

## **AWARD QUALITIES:**

In addition to the eligibility criteria, the following qualities will be considered\* if applicable and should be addressed in the Nomination Form and 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.*

## **AWARD:**

- Name of award winner and year of award attached to a permanent Legacy plaque in the Plant Clinic
- Framed certificate
- Lapel pin for OCMG name tag
- Shirt embroidered with Orange County Master Gardener LEGACY Award, logo (TBD), year, recipient's name
- Recognition in the following month's "pH News" and at Lunch 'N' Learn
- Recognition in local newspapers and county government communications
- Not intended as an annual award

*NOTE: Recipient(s) of this award will be encouraged to use the nomination information for the LEGACY Award to apply for state and national awards.*

## **LEGACY AWARD COMMITTEE (LAC),** a subcommittee of the MGAC

### **MEMBERS:**

The LAC will be comprised of seven (7) members:

- MGAC Chair who serves as a non-voting member unless there is a tie vote
- Three (3) members elected from the MGAC
- Three (3) OCMG members in good standing who are not members of the MGAC, elected by the OCMG membership

The LAC Chair shall be elected annually by the members of the LAC.

*NOTE: The initial seven (7) members of the LAC will consist of the existing six-member LEGACY Award Development Committee, serving until November 1, 2017. The MGAC Chair will serve as the seventh member of the LAC and the 4<sup>th</sup> member from the AC.*



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## **AT-LARGE MEMBERS:**

- Any OCMG in good standing, including members of the LAC and the MGAC, may nominate persons for vacancies.
- Any OCMG in good standing may place his or her name on the ballot.
- The LAC has the prerogative to make nominations.

## **LENGTH OF SERVICE**

Through October 2017, in order to establish a rotation, the original LAC shall serve as follows:

- Two members (one MGAC and one at-large OCMG) who will serve for one year
- Two members (one MGAC and one at-large OCMG) who will serve for two years
- Two members (one MGAC and one at-large OCMG) who will serve for three years
- MGAC Chair

*NOTE: The term length for the initial LAC members will be determined by a blind drawing of numbers, there being three (3) cards marked three years; three (3) cards marked two years and three (3) cards marked one year.*

Beginning November 2017, and each following year

- The MGAC will select one MGAC member to replace the outgoing member.
- The OCMGs will select one OCMG at-large in good standing to replace the outgoing at-large member.

Former LAC members may again serve on the LAC after a period of three years from the end of their most recent service.

Should an LAC member become unable or unqualified to complete his/her term rotation, the OCMG Coordinator will appoint a replacement to complete the current year of the term, from either the MGAC or OCMG at-large as appropriate. If the term to be filled is longer than the current year, the replacement will be selected by either the MGAC or OCMGs as appropriate during the selection process.

## **LEGACY AWARD NOMINATION PROCESS:**

1. The nomination process may be initiated by the MGAC, OC Extension Agents, other OCMGs, or OCMGs themselves.
2. Nomination Forms will be available beginning at the January OCMG Recognition Banquet, online, via e-mail, and by hard copies in the Plant Clinic.
3. Each completed Nomination Form is to be submitted to the UF/IFAS Extension Administrative Specialist – Residential Horticulture, by the March 31<sup>st</sup> deadline.
4. The LAC will review the VMS database for the past 5 years to identify OCMGs who have met the award's eligibility and criteria requirements. This annual review shall be conducted immediately after the close of VMS entries for the calendar year preceding the award presentation.
5. The LAC solicits nominations from OCMGs and the OCMG Coordinator between the January Recognition Banquet and the March 31<sup>st</sup> award nomination deadline.
6. Nominated OCMGs and their advocates will be notified of the LAC's receipt of their Nomination Form and the Letters of Recommendation.
7. The LAC reviews completed Nomination Forms, Letters of Recommendation and VMS for eligibility immediately after the March 31<sup>st</sup> award nomination deadline and will make final decisions on awards by April 30<sup>th</sup>.



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8. The LAC shall review, discuss, and then vote on all nominations eligible to receive the LEGACY Award. The MGAC Chair will vote only in case of a tie vote for any eligible nomination.
9. The LAC may request to meet with any of the nominees &/or advocates.
10. Nominee(s) must receive a majority of votes from the LAC members present. LAC may not vote unless there are at least five (5) members present, not including the MGAC Chair.

*NOTE: Any members of the LAC or MGAC nominated for the award must recuse themselves from participating in the review of and vote for nominees for that year.*

*Any recused LAC member from the MGAC will be temporarily replaced through the end of the recipient selection process, April 30<sup>th</sup>, by appointment by the OCMG Program Coordinator.*

*Any recused LAC member from the at-large membership will be temporarily replaced through the end of the recipient selection process, April 30<sup>th</sup>, by appointment by the OCMG Program Coordinator.*

11. The LAC solicits input from the OCMG Coordinator about any nominations after the submission deadline and prior to final decision.
12. The LAC announces recipient(s) to MGAC and OCMG Coordinator in advance of the award presentation.
13. If no OCMG is eligible at the time of the annual review, no award will be given that year.

## **LEGACY AWARD NOMINATION FORM:**

The Nomination Form consists of a two (2)-page summary of the nominee's outstanding achievements along with two (2) letters of recommendation, each letter from a different individual. Any supportive information such as pictures and/or documentation used to promote or conduct the projects may be included. The form and letters should express how the OCMG's achievements have supported and enhanced the Master Gardener Mission Statement and inspired others to a higher standard of service as an OCMG.

### **The Nomination Form should be completed by an advocate in conjunction with the nominee.**

- Each nominee must have an advocate listed on the form, even if the OCMG is nominating him/herself.
- It is preferred that the form be completed by the advocate with the aid of the person being nominated.
- In the case of self-nominations, the form may be completed by the person being nominated. However, a person who is nominating themselves must recruit and name an advocate before submitting the form.

*NOTE: An advocate shall be an OCMG in good standing or an Orange County Extension Agent. Unless the candidate is nominating him or herself, the advocate is the person who nominates the candidate. The advocate provides support and corroboration of the candidate's qualifications for the award. He or she works with the candidate to write and edit the description of the candidate's outstanding achievements in the Nomination Form; helps solicit Letters of Recommendation and gather appropriate additional information; and provides whatever information he or she has to help the LAC evaluate the candidate's nomination for the LEGACY Award.*



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## The two (2)-page summary shall include:

1. Names and contact information of the advocate and nominee
2. Date of the nomination
3. Class year of the nominee
4. Description of the nominated OCMG's outstanding achievements that qualifies him/her to be considered for the LEGACY Award. *This should include (please see AWARD QUALITIES\*):*
  - a. OCMG's role in any identified project, including behind the scenes work, camaraderie and public awareness for the Extension program
  - b. Number of people involved in each project
  - c. Impact of each project on the UF/IFAS Extension Office and the community.
5. Demonstration of leadership and enthusiasm for the Extension Program. This should be a brief description of the nominee's OCMG career to include challenges encountered and how the OCMG overcame these career challenges.
6. Signature of the nominee and the advocate

*\*NOTE: At least half of the Award Qualities enumerated on page 2 of this document must have been exhibited by the nominee and the Nomination Form must address how the nominee exhibited the applicable qualities.*

## Each of the two (2) letters of recommendation should include:

1. Identification of the OCMG's efforts that have created a legacy for the OCMG Program
2. The MG's role in the project(s), such as leadership, guidance, behind the scenes work, camaraderie and public awareness for the Extension Program
3. The name, phone number and e-mail address of the person writing the recommendation letter
4. These letters must be from two different individuals.
  - a. A letter from an OCMG or the OCMG Coordinator who possesses specific knowledge of how the LEGACY Award candidate's achievements have supported and enhanced the Program's Mission Statement and inspired others to a higher standard of service.
  - b. A letter from a representative(s) of the 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 advice and service to the community or group.

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

**SHOULD YOU HAVE ANY QUESTIONS ABOUT ELIGIBILITY OR PROCEDURE,  
PLEASE FEEL ENCOURAGED TO CONTACT THE LEGACY AWARD COMMITTEE CHAIR,  
THE MASTER GARDENER ADVISORY COMMITTEE CHAIR OR  
THE ORANGE COUNTY MASTER GARDENER COORDINATOR AGENT.**

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