

## AWARDS

***National Conservation  
Outstanding  
District Professional  
and  
District Board Member***  
Sponsored By The  
**National Conservation District  
Employees Association**

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**The Sponsor:** The National Conservation District Employees Association (NCDEA) was created in 1992. Its mission is to strengthen and promote the conservation district programs by providing assistance, information, and representation and by supporting the professionalism of conservation district employees. NCDEA represents over 8,000 conservation district employees nationally.

**Purpose of the Awards Program:** The Outstanding Conservation District Professional and Outstanding Conservation District Board Member awards are presented annually **to recognize professionalism and dedication in the people behind the nation's conservation district programs.** The program began in 1998.

**Eligibility:** All District Employee Professional nominees must have been employed for three (3) years by their District at the time the nomination is filed with the appropriate state and/or regional organizations. All District Board Member nominees must have four (4) years of board service at the time the nomination is filed with the appropriate state and/or regional organizations. Applications that have been submitted in the past, and were not winners, may be resubmitted.

Current NCDEA Board members or candidates for the NCDEA Board of Directors are not eligible to be nominated for the Outstanding District Professional Award until at least one year after they have left the Board of Directors or are no longer a candidate for the NCDEA Board of Directors.

**Nomination Process:** Nominations may be submitted by conservation district employees, conservation district employee associations, conservation district boards, state conservation agencies, NRCS, NACD, and other associated conservation professionals. Through its conservation district employee association, each state (or province) is eligible to submit one entry to its respective NCDEA region for each of the two awards: an employee and a board member. If a state does not have an employee association, interested persons should contact their regional NCDEA representative for submission instructions. Each region is eligible to

submit one entry to the NCDEA Awards Program Chair for each of the two awards. All material submitted becomes property of NCDEA. **Decisions of evaluating committees are final and not subject to appeal.** Past national winners are ineligible.

**Nomination Deadlines:** Submit all **nominations to the respective state employees association by the date determined by each State Association.** If your state does not have an employees association, submit directly to the regional board member. All states must submit **nominations to the regional level by October 1.** All regions must submit **nominations to the national level by November 15.** These regional nominations should be sent to the NCDEA Executive Director at 509 Capitol Court NE, Washington D.C. 20002. National winners will be notified by *December 1.*

**Note to Nominator:** **These awards are judged solely on the basis of the written information provided. Nominations need to be written clearly, and with specificity. NCDEA urges the nominator to go over the nomination form after it is written and check for accuracy, adding any items or thoughts he or she wishes to include in their nomination.**

**All questions should be answered in a bulleted format. A narrative should be included at the bottom of the application to go into more detail about the nominee's qualifications. Narratives should be doubled spaced and no more than two pages.**

**Presentation of the National Awards:** The national award winners will each receive a plaque. One luncheon ticket to the NCDEA hosted luncheon at the NACD Annual Meeting will also be provided. A news release will be sent to the winner's local paper and a letter to the winners board announcing their achievement. The national award(s) will be presented at the luncheon. Winners will be encouraged to attend, but are NOT required to be present to accept their awards.

**The award recipient's name will be kept confidential until time to announce the awards during the NCDEA annual business meeting held during the NACD Annual Conference if at all feasible.**

**Other:** The Evaluating Committee and NCDEA reserve the right not to award a winner if they feel the criteria has not been met by the nominations provided.

**Awards Program Contact People are the national officers and regional board members whose contact information is on the NCDEA website under "directory"**  
<https://sites.google.com/site/myncdea/>

**NCDEA encourages all states to participate in this awards program**

# NCDEA Award Nomination Form

## Entry Information

\_\_\_\_\_ Board Member \_\_\_\_\_ Employee

If employee member of state employee Assoc. - Y / N (pls circle)

Name of Nominee: \_\_\_\_\_

Entry Date: \_\_\_\_\_

Nominee's Job or other Title: \_\_\_\_\_

Years in Position: \_\_\_\_\_

Conservation District Name and Address:

\_\_\_\_\_

E-mail: \_\_\_\_\_

Phone: \_\_\_\_\_

Name of Nominator: \_\_\_\_\_

Address: \_\_\_\_\_

E-mail: \_\_\_\_\_ Phone: \_\_\_\_\_

Association of Nominator to Nominee:

\_\_\_\_\_

## Nominee's Local Newspaper

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone # \_\_\_\_\_ Email Address \_\_\_\_\_

**Awards will be judged on contribution to professionalism, strengthening and development, initiative, innovation and resourcefulness and overall leadership in natural resource conservation as a district employee or official with the following scale:**

**10% District Level**

**20% State Level**

**20% Regional Level**

**30% National Level**

**Community Service will be 20%**

**Directions for completing the Nomination Form:** Entries must be typewritten. In addition to the Nomination Form, entries may also include an additional narrative addressing the specific questions from the nomination form. The additional narrative IS NOT TO EXCEED (2) pages double spaced. Narratives should be clear, concise, and to the point.

Evaluation Committee Code \_\_\_\_\_

**1. Please site why the applicant deserves recognition from work applied at the district level.** *Please refer to the individual as “applicant” or “nominee” not by their name or he/she. Please do not use specific state or region names.*

**2. Please explain how the applicant has excelled at the State level.** *Please refer to the individual as “applicant” or “nominee” not by their name or he/she. Please do not use specific state or region names in the narrative.*

Code \_\_\_\_\_

**3. How has the nominee excelled at the regional level?**

*Please refer to the individual as “applicant” or “nominee” not by their name or he/she. Please do not use specific state or region names.*

**4. Outline the nominee’s involvement at the National level.**

*Please refer to the individual as “applicant” or “nominee” not by their name or he/she. Do not use specific state or region names.*

Code \_\_\_\_\_

**5. Please outline nominee's involvement in the community in which he or she lives?**

Please refer to the individual as "applicant" or "nominee" not by their name or he/she. Do not use specific state or region names.

**Narrative** – Please include detailed qualifications that you feel are note-worthy for this nominee. This thesis must include outcome based results (example: funds brought into the District, state or region; number of landowners served; number of students/adults reached through educational programs, etc.)

