

# **Texas Master Gardener Association**

# **AWARDS PROGRAM**

FOR

# **2009**

Sponsored by  
The Texas Master Gardener Association

in cooperation with



The Texas Master Gardener Association  
2009 Awards Program  
Sponsored by  
The Texas Master Gardener Association (“TMGA”)

Time Period: This award year accepts nominations based on activities and events from January 1, 2009 to December 31, 2009.

1. **Objectives:** To identify and recognize exemplary Master Gardener Associations:
  - A. Publications
  - B. Graphics Presentation
  - C. Mass Media
  - D. Educational Programs
  - E. Projects
  - F. Newsletter
  - G. Individual Master Gardeners
  - H. Outstanding Master Gardener Association
  
2. **Program Description:** The Texas Master Gardener Awards Program will recognize and present awards for exemplary achievements in the categories mentioned above.
  
3. **Criteria for Participating in the TMGA Awards Program:**
  - A. All Associations in good standing with the TMGA are eligible to participate in the TMGA Awards Program. (see disqualification below)
  
4. **Awards Nomination Handbook and Submission Forms**
  - A. The Participation Information:
    1. Nomination Handbook and Submission forms will be made available by TMGA by November 1, 2009 by way of the TMGA Website (<http://www.texasmastergardeners.org>)
    2. All submissions must be returned to the TMGA Award Committee Chairperson electronically to the designated email or by USPS, Fed-Ex, UPS etc. (obtain a tracking number), received no later than midnight Monday, January 11, 2010.
    3. The Extension Agents serving as Coordinators/Sponsors for the Participating Counties must approve all submissions and indicate approval on appropriate form.
    4. The designated email address for all electronic forms transmission is [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com)
    5. The address for hard copy submissions is: Ginger Bason , Awards Chair, 1600 Oakhurst Scenic Dr., Ft. Worth, TX, 76111
    6. Submission become property of TMGA and may be distributed
  
5. **Responsibilities:**
  - A. State Coordinator responsibility:
    1. Confirm County Extension Agent list and TMGA Director’s list is current.
    2. Notify by e-mail each County Extension Agent/Master Gardener Coordinators and members of the TMGA Board of Directors by November 8, 2009 that awards information is available on TMGA website and include the URL for awards packet.
    3. Notify the TMGA Awards Chairperson by cc. e-mail that all packets were emailed to County Extension Agents/ Master Gardener Coordinators and Directors.
    4. Secure out of state judges as needed.

- B. TMGA Awards Chairperson responsibility:
  1. Obtain current County Extension Agent list and Directors list from State Coordinator (available on TMGA website).
  2. Confirm that packets were forwarded to all County Extension Agents/ Master Gardener Coordinators & Directors.
  3. Receive nominations from all eligible Associations and forward to out of state judges for judging. Act as liaison to judges.
  4. Receive results from out of state judges,
  5. Notify host Association of number of exhibits & displays to be exhibited.
- C. Treasurer responsibilities:
  1. Notify all Associations that are not eligible immediately after dues deadline.

## 6. Disqualifications

- A. Any Participating Groups who have not paid their dues to the Treasurer of TMGA by March 1, 2009. **There will be no exceptions.**
- B. Failure to provide the name of the agent
- C. Failure to complete the forms as stated in the Award Handbook.
- D. Failure to submit forms by deadline.
- E. Failure to use proper form or modification of the proper form.
- F. **Mailing hard copies of materials designated for electronic transmission**

### Loss of points

**The following will result in loss of points.**

- A. Failure to use Arial font no smaller than 10 point.
- B. Use of bold or italics as main text font. Use italic or bold text sparingly for occasional emphasis only when essential, according to standard style sheet guidelines.
- C. Use of any ink color other than black on submission forms.
- D. Moving or removing headers/logos etc. on submission forms.

## 7. Membership Categories

- A. Groups are divided by number of member dues paid
  1. Small: 1-50 dues paying Texas Master Gardeners;
  2. Medium: 51- 100 dues paying Texas Master Gardeners;
  3. Medium Large 101- 199 dues paying Texas Master Gardeners;
  4. Large: 200 or more dues paying Texas Master Gardeners.
- B. "Associates" or "Interns": Participating Counties can include their "Associates" or "Interns" as part of their members if dues were paid for these people.

## 8. Awards

- A. First, Second, Third place and Honorable Mention may be awarded in each Category in which qualifying submission forms have been submitted.
- B. The Sharie Lanza Ambassador Award is awarded by the TMGA Executive Committee at their sole discretion.

## 9. Award Categories & Qualifications

General Rules and Instructions:

- A. Only one (1) nomination may be submitted in each Award Category by an association.
- B. Any entry that received an award the previous year (2008) must include "significant revisions or modifications" to be entered for 2009.
- C. Volunteer hours will be calculated from January 1, 2009 through December 31, 2009.

- D. Materials submitted for judging will be transmitted electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ) with materials to be judged attached as a .pdf (portable document file ) or jpg photo files according to the specific instructions in each category. Hard copy entries are submitted to : Ginger Bason, Awards Chair, 1600 Oakhurst Scenic Dr. , Ft. Worth, TX 76111

Award Category Instructions:

**1. Publications (Hard Copy)**

- A. Publications must be submitted on form available on website. The publication must provide educational material conceived and produced in its entirety by a Master Gardener Association. Qualifying publications include, but are not limited to calendars, almanacs, magazines, brochures, short pamphlets, handbooks and books limited in size to 8.5 x11 inches standard paper.
- B. Only that portion of the publication that has educational value and impacts/benefits the community will be judged.
- C. Four (4) copies of the publication and a submission form must be submitted to the awards chairperson by USPS mail, UPS, Fed-Ex etc. ( with a tracking number)

**2. Graphic Presentation (Hard Copy)**

- A. Graphic Presentations must be submitted on form available on website. The graphic presentations must provide educational material conceived and produced in its entirety by a Master Gardener Association. Qualifying graphic presentations include PowerPoint and other CD-ROM presentations. Submissions will not be accepted as VCR-type, cassette-type or other magnetic tape. Supporting documents if any will be limited to 8.5 x 11 inches standard paper size.
- B. Only that portion of the graphic presentation that has educational value and impacts/benefits the community will be judged.
- C. Four (4) copies of the publication and a submission form must be submitted to the awards chairperson by USPS mail, UPS, Fed-Ex etc. ( with a tracking number)

**3. Mass Media: (Hard Copy)**

- A. Mass Media entries must be submitted on form available on website.
- B. The Mass Media production must provide educational material conceived and produced in its entirety by a Master Gardener Association; commercially produced &/or written materials featuring Master Gardeners, Associations and Projects etc. will be considered. . Qualifying mass media includes, but is not limited to, newspaper columns/articles, magazine columns/articles, television/radio broadcasts, World Wide Web sites or home pages, Internet information or locations. TV and or radio broadcasts from commercial stations of live Master Gardener presentations should be submitted on DVD or MP3 ONLY. Other cassette or magnetic tape submissions are not allowed.
- C. Supporting documents if any will be limited in size to 8.5 x 11 inches standard paper size.
- D. Only that portion of the mass media that has educational value and impacts/benefits the community will be judged.
- E. Television/radio live broadcasts featuring Master Gardeners that are filmed and/or recorded by a commercial station/facility will be considered for competition. Commercially produced printer materials featuring Master Gardeners, Associations, and Projects etc. will be considered.
- F. Four (4) copies of the publication and submission form must be submitted to the awards chairperson by USPS mail, UPS, Fed-Ex, etc. ( with a tracking number)

**4. Educational Program: (Electronic Only)-**

- A. Submit nominations on form, available on website, electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ). The nomination will be submitted in .PDF as an attachment to the electronic transmission, and titled as “county name\_educ.pdf”
- B. An Educational Program is a teaching opportunity presented by Master Gardeners to a group providing educational information about a horticultural topic, ie. lecture, talk, info booth etc. To qualify for this award, the program **must have Two (2) or more certified Master Gardeners** involved in planning, development and implementation.
- C. The program may be ongoing, however the award will be based on accomplishments during the award year.
- D. Only the portion of the Program that has educational value and impact/benefit on the community will be judged.

**5. Project: (Electronic Only)**

- A. Submit nominations on form, available on website, electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ). The nomination will be submitted in portable document format (.pdf format) as an attachment to the electronic transmission, and titled as “county name\_project.pdf”.
- B. A Project is a physical location where Master Gardeners display best horticultural practices for educational purpose. ie. school garden, demonstration garden, permanent display etc. To qualify for this award, the project **must have Two (2) or more certified Master Gardeners** involved in planning, development and implementation.
- C. The project may be ongoing, however, the award will be based on accomplishments during the award year.
- D. Only the portion of the project that has educational value and impact/benefit on the community will be judged.
- E. Submit one (1) to five (5), 4”x6” color photographic examples of the submission embedded in the pdf document. These will be used in judging and at the awards banquet.

**6. Newsletter: (Electronic Only)**

- A. Submit nominations on form, available on website, electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ). The nomination will be submitted in portable document format (.pdf format) as an attachment to the electronic transmission, and titled as “county name\_newsletter.pdf”.
- B. The newsletter must provide educational material conceived and produced in its entirety by a Master Gardener Association. Send in only one example of your best newsletter.
- C. Only that portion of the newsletter that is educational will be judged

**7. Individual Master Gardener: (Electronic Only)**

- A. Submit nominations on form, available on website, electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ). The nomination will be submitted in portable document format (.pdf format) as an attachment to the electronic transmission, and titled as county name\_individual.pdf”.
- B. To qualify for this award, the individual must be a certified Master Gardener. Involvement and contributions during the award year are of primary importance, but

prior-year contributions or involvement may also be considered. The individual does not have to have held an office or chairmanship.

- C. Only involvement that has educational value/benefits for the community or the Master Gardener program will be judged.
- D. Submit one 4"x6" color photograph of the nominee to [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) for use at the awards banquet. No photograph should be send with the entry.. Photo should be sent in a separate email and identified by county and nominee's name.

#### 8. **Master Gardener Associations: (Electronic Only)**

- A. Submit nominations on form, available on website, electronically to the designated email address ( [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com) ). The nomination will be submitted in portable document format (.pdf format) as an attachment to the electronic transmission, and titled as "county name\_association.pdf".
- B. The group must accomplish at least one or more programs or projects of importance to the community. The program or project **must involve two or more Master Gardeners**. The program or project may be on going. List all programs or projects or accomplishments for the award year.
- C. Only programs, projects or accomplishments that have educational value/benefits to the community during the awards year will be judged.
- D. **Submit one 4"x6" color photograph of the association membership identified by county to [tmg.awards@gmail.com](mailto:tmg.awards@gmail.com)** for display during the awards banquet. No photo is to be sent with the award submission. As much of the Association as can be gathered for this photo is acceptable if the whole group cannot be assembled.

#### 10. **EDUCATIONAL EXHIBIT AND POSTER SHOWCASE:**

**Educational Exhibits and Posters** shown at the Annual Conference will be reviewed and judged by the members of the TMGA Awards Committee and may be awarded ribbons, indicating first, second, and third respectively. All other displays, exhibits and posters that warrant special recognition will be awarded ribbons, indicating "Honorable Mention."

##### **Criteria:**

1. Exhibits are to display and showcase multiple programs, projects or topics.

##### **Theme of the exhibit (50 points)**

Educational focus  
Association information  
Community awareness

##### **How well is the theme communicated? (30 points)**

Is there a central theme?  
Are the components of the theme easy to identify?  
Are the components labeled?

##### **Eye appeal (20 points)**

Overall design  
Use of color  
Extra props

2. Posters are to display and explain one (1) program, project or topic.

**Theme of the poster (50 points)**

Educational focus  
Association information  
Community awareness

**How well is the theme communicated? (30 points)**

Is there a central theme?  
Are the components of the theme easy to identify?  
Are the components labeled?

**Eye appeal (20 points)**

Overall design  
Use of color  
Extra props

**All entries must be labeled on a 3x5 card on the back of the exhibit or poster with the name of the group, the title of the exhibit or poster, and be designated as an "Exhibit" or "Poster". Failure to clearly label and designate the category entered will be cause for disqualification. Exhibits shall be no larger than 36x48 inches. Posters shall be no larger than 22x24 inches. No electricity will be available to individual entries.**

**Failure to follow the above information can cause disqualification.**

**Please notify the Awards Committee Chairperson and the Host County Liaison if your association will be presenting an exhibit or poster at the Annual Conference by January 22, 2010. See .p 8 for contact information**

**Judging will be done on Friday morning.**

**All displays should be left on display until after the awards banquet.**

**11. TEXAS MASTER GARDENER ASSOCIATION AWARDS COMMITTEE:**

The TMGA Awards Committee will be composed of individuals from different associations. The President of TMGA appoints the Committee Chairperson.

**12. JUDGING:**

The Awards Committee Chairperson will receive all the entries submitted to the Texas Master Gardener Association. The awards will be logged in by the chairperson, checked for date of receipt and use of the proper form, and forwarded to out of state judges. The judging and results will be held confidential until the Awards Presentation Banquet at the Annual Conference. The members of the TMGA Awards Committee will collectively announce and present the awards.

The committee will purchase and prepare all awards. The Texas Master Gardener Association will be responsible for the total cost of the TMGA awards.

The out state judges will receive all the entries submitted to the TMGA Awards Program and will apply the following criteria:

1. Each entry will be judged independently of all other entries.
2. Each entry must meet the criteria as stated in the handbook and submission form.
3. All entries must be submitted correctly on the submission form allowed for that award. (The following exceptions are noted: Publications, Graphic Presentations, and Mass Media categories may include additional information to illustrate the subject.)
4. Judging forms will be provided to the judges specifying criteria and point count for all expectations of each award.
5. First, Second, Third Place and Honorable Mention may be awarded to entries selected from those judged to have met all qualifications as stated in the handbook

**ALL judging is final.**

**Point of Contact Persons for 2009 Awards Process**

Administrative Questions: Chairperson Ginger Bason, [gbason@hotmail.com](mailto:gbason@hotmail.com) 817 838 7321  
1600 Oakhurst Scenic Dr., Ft. Worth, TX. 76111

Technical Advisor – for questions regarding electronic submission :  
Marilyn Sallee [tmq.awards@gmail.com](mailto:tmq.awards@gmail.com)

Host County Liaison – for questions about poster & exhibit displays:  
Connie Anton [connieanton@hotmail.com](mailto:connieanton@hotmail.com)

Award Plaque corrections/inquiries **after** the convention presentation: -  
Mary Ann Everett [pma4514@sbcglobe.net](mailto:pma4514@sbcglobe.net)

**Electronic File Naming Convention – Reiteration of Requirement**

Electronic Files will be named as follows: county name followed by a single underline mark followed by the category into which the nomination is submitted. This is submitted as a PDF file with graphics/photos embedded and attached to an email cover sheet. Examples follow.

County name\_educ.pdf  
County name\_project.pdf  
County name\_newsletter.pdf  
County name\_individual.pdf  
County name\_assoc.pdf