



Chapter Recognition Requirements & Eligibility

Chapter Distinguished Service Recognition (up to two state awards) Nominee must be an ESP member who has contributed significantly to Extension program planning and delivery in Texas over a career of more than 20 years (as of October 1, 2016). This is the highest chapter tribute to an experienced Extension professional with consistent performance over a career.

Chapter Friend of Extension Recognition (up to two state awards) Nominees are non-Extension employees. This friend must have given outstanding public service and support to Extension programs at regional or state level. Friend is the highest chapter award given to a non-Extension (lay) person.

Chapter Administrative Leadership Recognition (up to two state awards) Nominee must have shown noteworthy administrative performance during 10 or more years of county, district, regional, state, program, department or national leadership.

Chapter Diversity Recognition (one individual and one team award) Nominees whose innovative programming reinforces the organization's commitment to reaching diverse audiences. Majority of team must be ESP members (50%).

Chapter Mid-career Service Recognition (up to two state awards) Nominee must be an ESP member who has contributed significantly (over 10 and less than 20 years) to Extension programs in her/his work area. She/he must have had at least 10 years of service but not have passed their 20th year on October 1, 2016.

Chapter Early Career Service Recognition (up to two state awards) Nominee must be an ESP member who has shown ability to plan and deliver Extension programs in her/his work area. This award recognizes our rising professionals. She/he must have less than 10 years Extension experience as of October 1, 2016.

Chapter International Service Recognition (up to two state awards) Nominee must have contributed to Extension in other countries through state and/or overseas work.

Team Recognition (up to one award) Teams nominated must have contributed significantly to the State's response to National Initiatives identified by the Cooperative Extension System. Consider agents, specialists, county directors, district administrators, regional program directors, administrators (or combination of these) who have contributed to latest initiatives. A minimum of fifty percent (50%) of the nominees for the Team Recognition must be active ESP members. ESP will support up to four (4) plaques. Nominations greater than four people must include a billing address for the additional award.

Chapter Continued Excellence Recognition (up to two state awards) Nominee must show continued leadership initiative and excellence in program or administration on state/regional/national level. Can be applied for five years after receiving the state DSA Award.

Chapter Meritorious Support Service Recognition (several, no limit specified) Nominee must be a staff member (Extension or county) who has demonstrated outstanding support for the Extension mission, program, or faculty. Staff includes secretaries, assistants, clerks, and others.

Chapter Retiree Service Recognition (one award) Nominee must be a retired ESP member who continues to contribute to the mission and programs of Extension.

Chapter Tenure 25 Year Recognition (As many as are eligible and submitted)
Nominee must have 25 years of service in Cooperative Extension (as of October 1, 2016) and be a current ESP member. The 25 year requirement does not include Military or other government (Civil) services but can include any state or national Extension position. Service does not have to be only in Texas. It is not required that the nominee have been a member of ESP for the entire 25 years, but they must be current members.

Chapter Visionary Leadership Recognition (one award) Nominee must be an Extension professional whose visionary leadership has enabled Extension to anticipate significant new opportunities and develop support to implement changes necessary to achieve success. Include a one-sentence statement on the nominee's significant impact upon Extension. The narrative summary must be no longer than 2 pages (i.e. front/back of an 8-1/2 x 11 sheet). The summary must clearly explain the visionary leadership role of the nominee and include resources involved, methods used and results. Be sure to include a concise (25 word limit) descriptive statement of the nominee's leadership role. This statement will be cited on the award.

Return Electronic Nominations to:

[Vincent Mannino](#), Award Committee Chair

E-Mail: vmannino@ag.tamu.edu

Nomination Preparation Guidelines

General Guidelines: Nominees must meet eligibility requirements as stated in ESP Handbook. Nominee must be a currently paid member.

1. Typewritten nomination document that clearly identifies recognition category and candidate.
 - Document must not exceed two (2) 8 ½" x 11" pages.
 - Must be a minimum of 10 point font with 1" margins
 - Support statement at end of nomination should not exceed 75 words
 - Include a summary of ESP involvement in addition to program accomplishments
 - Include a recent photograph of the person being nominated
2. Include in the document:
 - Full name, title, current address, e-mail address, and cell phone number
 - Year initiated into Epsilon Sigma Phi
 - Educational background (dates, degrees, etc.)
 - Reverse chronological listing of employment, titles and dates; include Extension record
3. Professional Accomplishments:
 - Achievements and honors that relate to Extension and/or area of subject competence
 - Authorship of books, bulletins, articles, speeches
 - Work on committees, task forces, study groups, etc. (state, regional, national)
 - Special presentations at professional meetings and conferences
 - Special leadership positions held (state, regional, national)
 - Contributions to professionalism through group and individual activities
4. Program Accomplishments:
 - Career highlights that explain clearly the professional and leadership roles
 - Planning, implementing, and/or administering strong Extension policies or programs
5. Summary Statement of Support:
 - Concise, well- written, easy-to-read narrative summary statement (50-75 words)
 - The statement is intended to place the nominee in a very positive light for the reader

Guidelines for Team Recognition: All general guidelines apply except as noted below.

1. In the "Nominee's Name" field, indicate the title for the team's program.
2. In the "Position and Dates..." field, list the names and titles of all team members.
3. Delete the "Education" field. The biographic information per individual is omitted. Use the space provided to describe the Program Accomplishments. The narrative should clearly explain the role that the team's program has played in preparing people and/or communities to deal with critical issues which address social, economic and/or environmental concerns. Examples of information to incorporate into the statement:
 - The initiative(s) addressed.
 - Resources involved: people, organizations, financial
 - Methods used: innovative or creative problem solving, educational delivery methods
 - Results: who benefitted, what were the impacts, how did lives or communities change