

KACAA

Recognition and Awards Committee

(AA & DSA)

Jessica Hopkins, Chair
Harrison County
Horticulture Agent

Achievement Award (AA)

- The purpose of the Achievement Award Program is to encourage and recognize excellence in the field of professional Extension for members with less than ten years of service.
- Awarded to Agents with **less than 10 years of service** (as of March 15 of the year it would be awarded) in Cooperative Extension Service who have exhibited excellence in the field of professional Extension.
- State winners must attend the AA recognition breakfast at the NACAA AM/PIC to receive their award

Distinguished Service Award (DSA)

- The purpose of the Distinguished Service Award Program is to encourage and recognize excellence in the field of professional Extension for members with more than ten years of service.
- Shall have **served a total of at least 10 years** (as of March 15 of the year it would be awarded) with outstanding service as a member of the Cooperative Extension Service.
- Shall be actively interested in the improvement of the Cooperative Extension profession. Should participate in the affairs of the State Association and constructively support its program.
- State winners must attend the Banquet at the NACAA AM/PIC to receive their award

Timeline

- Email sent out to ANR and Hort listserv October 1 with application and instructions
- **Deadline to submit to Recognition and Awards Committee Chair – December 1**
- Recognition and Awards Committee Chair inputs into NACAA system by January 15
- The number of AA and DSA winners depends on state KACAA/NACAA membership (typically 2-3 winners of each)

Application

- Save completed application and supporting document as a **Word Document or PDF** - this is very important!
- Read through each question carefully, and follow detailed instructions on the application and in the email that is sent.

KACAA DSA & AA Service Award Application
(Submit via email to the state Recognition & Awards Chair)

Name: (Check one) DSA ___ or AA ___

Address:

Office Phone:

Home Phone:

County:

Length of Service with CES: _____

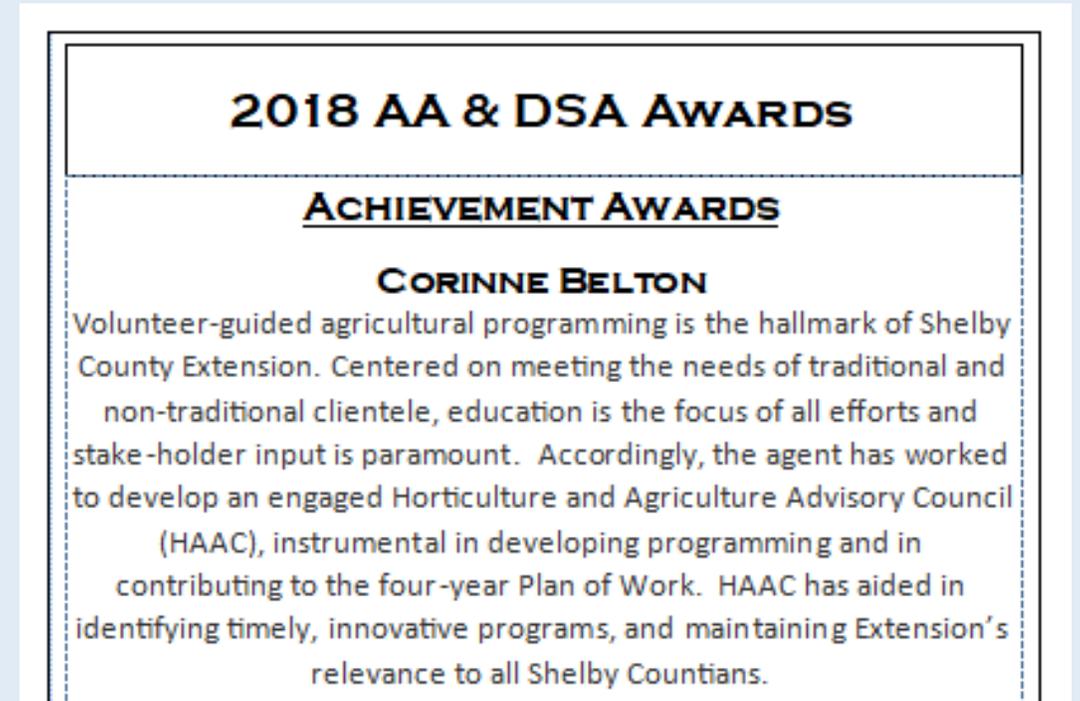
(as of March 15 of the year the award would be received)

(1) Provide a short summary of your Extension work/accomplishments (75 words or less). This summary will serve as the NACAA award citation for AA and DSA recipients.

(2) Email a “formal” business photo (coat & tie for men) to the KY Awards & Recognition chairperson. (Photo in JPG format—maximum file size is 2 MB, and minimum resolution is 300 x 300 pixels)

Number 1 & 2 on application:

- Short Summary/Abstract
 - **(75 words or less)**
 - This is printed in the program for the awards banquet at the KACAA annual meeting.
- Formal Business Photo
 - **Professional** looking head and shoulder shot.
 - Professional dress, no hats, NEUTRAL background, chest up.



(3) **List Educational Activities**—College(s) attended, special classes taken, other specific training or studies (Tobacco Short Course, etc.), **Masters Degree** work in progress, study tours, etc.

(4) **List state and national association activities** such as offices held, committee service, meetings attended, KACAA/NACAA contest recognition, and/or poster participation, etc.

(5) **Describe your major Extension programs and achievements as an agent** (maximum of 3 pages; with **font no smaller** than Times New Roman #12, or Arial #11; single spaced, and double spaced between paragraphs). You may include (or append) your narrative in (or to) this application document; or you may submit a separate narrative Word document. Be sure to include your name at the top of any separate document you submit.

(6) **Submit up to 3 items of support materials** relating to projects/programs you have conducted. These may include news articles, newsletters, **factsheets**, publications, course materials, web pages, or computer programs, etc. Submit via email (or via U.S. Mail if instructed by the state Recognition and Awards chair).

After Judging

- Winners will be notified via email by the Awards and Recognition Chair
- Those that were not selected will also be notified
- Winners will be awarded at the state KACAA meeting and recognized at the NACAA meeting

If you have any questions, reach out any time and I'll be happy to help!

Jessica Hopkins

jessica.hopkins2@uky.edu

859-234-5510