

Association of Illinois Soil and Water Conservation Districts

**2011 OUTSTANDING DISTRICT
EMPLOYEE AWARD**

SPONSOR:

This award is sponsored by the Illinois Soil and Water Conservation Districts Employee Association.

PURPOSE:

To recognize those SWCD employees who have went above and beyond the call of duty.

ELIGIBILITY:

All previous State winners, who have been honored, are permanently ineligible.

1. Currently active Illinois SWCD full or part time (minimum of 20 hours) employee who has been employed a minimum of three years. Employee is anyone who is hired by the SWCD.
2. Nominations for an Outstanding District Employee may be made by any group or individual within the District.
3. Nominees must be current and active Employees at the time of local selection, council judging, area/state judging and throughout the 2011 AISWCD Annual Meeting.
4. AISWCD by-laws require that only districts in good standing with the AISWCD will be eligible to compete at state level competition.

ORDER OF ENTRY:

Entries must be typed and submitted in a 1 inch (or less) 3-ring standard binder or report cover, for 8½ inch x 11 inch paper with all supporting materials, including letters of recommendation, in acetate/plastic page protectors.

JUDGING:

- **DISTRICT:** Judging will be completed by representation of District cooperating agencies (NRCS, FSA, U of I Extension, etc.).

DEADLINE:

District nominations are due to the appropriate Land Use Council Chairman by **April 18, 2011.**

- **COUNCIL:** Judging will be completed by three individuals selected by the Council Chairman. The judges must be from three different counties and represent agribusiness (NRCS, FSA, U of I Extension, etc.) and a Land Use Council representative.*

****NOTE:** If a council has only one entry, only the Council Chairman is required to review and sign the entry. The Council Chairman must issue a statement of approval after the review of the single entry. Without this statement of approval the entry will not be accepted.*

DEADLINE:

The selected and signed Land Use Council entry is due to AISWCD, by **May 16, 2011**. **Updated to: June 1, 2011.**

Send to: AISWCD

Attn: Outstanding District Employee Award

4285 North Walnut Street Rd.

Springfield, IL 62707

- **AREA/STATE:** Applications from the 16 Land Use Councils will be judged. One winner will be selected from each of the four AISWCD areas.

AWARD PACKAGE:

Each of the four Area winners will be recognized and receive:

1. Two (2) complimentary meal tickets where award will be presented
2. A plaque of recognition

Of the four area winners an overall Outstanding District Employee will be chosen and recognized at the AISWCD Annual Meeting/Summer Conference.

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Sponsored by: ISWCDEA

OFFICIAL ENTRY FORM

District: _____ LUC: _____ AISWCD Area: _____

Nominee: _____

SWCD Position: _____ Years of Service: _____

Home Address: _____

City, State, Zip: _____

Phone: _____

SECTION A: SWCD INVOLVEMENT 25 POINTS

Past and Present Activities as a District Employee:

Describe major job duties of nominee.

Describe other special service provided to the district and conservation programs.

SECTION B: Council, State and National Involvement

25 Points

Land Use Council, State, Regional and National activities, past and present.

Does candidate attend Land Use Council meetings? Yes No

Does candidate attend the AISWCD Annual Meeting? Yes No

Is candidate a member of the AISWCD Committees? Yes No

List AISWCD committee service: _____

Has candidate been on the ISWCDEA board? Yes No

Offices held: _____

Does candidate attend the NACD regional meetings? Yes No

Does candidate attend the NACD national convention? Yes No

List any LUC, AISWCD, NACD offices, and/or committee memberships not covered above.

List other special service to the previously-designated groups.

SECTION C: Community Service

25 Points

On an attached sheet (not to exceed 1 page, single spaced, 12 point font) please list the involvement the Employee has with community service. List membership and activities in the following groups:

- Conservation groups (e.g. Soil and Water Conservation Society, etc.)
- Action groups (e.g. RC&D committee, Park Board, Zoning Board, etc.)
- Other community service not necessarily directly related to conservation (e.g. church, government, community, school, etc.).

Also include any honors and awards received from previous service.

SECTION D: Supporting Materials

- **Description of Nominee’s Qualifications (50 points)** - On an attached sheet (not to exceed 1 page, single spaced, 12 point font) please describe the qualities, activities, leadership along with any additional information that was not covered in application which qualifies the employee for the Outstanding District Employee Award. Make sure this section is clearly defined as the “Nominee’s Qualifications.”
- **Letters of Recommendation (20 points)** - Include two letters of recommendation. One letter can be from local SWCD Directors, SWCD and NRCS staff. The other letter needs to be from an “outside” partner, such as FSA, any partnership not located within local office space or from a different county SWCD Director, SWCD, and/or NRCS staff.

Nomination made by: _____

Signature: _____

Address: _____

City/ST/Zip: _____

Date of Nomination: _____

To be completed at Land Use Council Judging

Check the box next to the option that fits your situation and fill out the following information need. This information must be filled out for the entry to be considered complete.

Only one Outstanding District Employee entry was submitted to our Council:

Land Use Council: _____ Date: _____

Council Chairman Signature: _____

More than one Outstanding District Employee entry was submitted:

Council Judges:

Signature: _____

Title: _____

County: _____

Signature: _____

Title: _____

County: _____

Signature: _____

Title: _____

County: _____

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2011 State Judging Form

District: _____ LUC Council: _____ AISWCD Area: _____

Employee Name: _____

JUDGES CATEGORY	TOTAL PTS. AVAILABLE	SCORE
SWCD Involvement (Section A)	25	_____
Council, State and National Involvement (Section B)	25	_____
Community Service (Section C)	25	_____
Narrative (Section D)	50	_____
Letters of Recommendation (Section D)	20	_____
Nomination Form (overall)	25	_____
*Total Possible Points	170	_____

Comments:

Judge's Name: _____

Judge's Signature: _____