



# Georgia Association of Extension 4-H Agents

## William H. Booth Award Guidelines

*Adopted by GAE4-HA Board of Directors – August 2017*

### OVERVIEW

Each year in conjunction with the Georgia Electric Membership Corporation (EMC), GAE4-HA presents the William H. Booth Award. The award recognizes outstanding Georgia extension agents working in the 4-H program. It is an honor acknowledging both peer recognition and career achievement.

William (Bill) Booth was a rural electric pioneer who was a charter member of the board of directors and general manager of Jackson EMC in Jefferson, Georgia. It was Booth who first suggested that Georgia's 41 EMCs take a hand in sponsoring statewide 4-H and youth events. Each district selects one GAE4-HA member with 7+ years' professional experience to be the district nominee. Nominees complete a rigorous application and interview process, and the state winner is named each year at State 4-H Congress.

William H. Booth State 4-H Staff Liaison assists in this process by providing continuity and support.

### ELIGIBILITY

For a person to be eligible to be a William H. Booth Award nominee, he/she must

- Be a GAE4-HA dues-paying member for the current year; dues must have been paid by the established awards eligibility deadline.
- Be a county faculty member (district and state faculty members are ineligible).
- Have served as an Extension faculty member for seven (7) years. Members working in Extension faculty positions at the district or state level and transition to a county can use the time as a district/state faculty member for eligibility. Additionally, Extension service years in other states may be counted as long as the nominee was a faculty member in the other state.

Previous state winners are ineligible to be nominated. District finalists not winning the state award are ineligible to be nominated the year following their district award. However, they can be nominated in subsequent years.

### TIMELINE

The William H. Booth Award is awarded annually:

- January 15: The Vice-President provides current membership roster to the Member Recognition Chair and District Awards Representatives.
- January 31: District Awards Representatives will coordinate the initial voting process. All dues-paying members (by the established awards deadline) will vote for one eligible GAE4-HA

member within their district. Voting period may last up to 10 days. If the District Awards Representative is eligible to be a nominee for the award, he/she should delegate the voting coordination responsibilities to another GAE4-HA that is ineligible for the award.

- February 15: District Awards Representatives notify top 3-4 potential nominees, based on the highest number of votes received of eligible members. These district nominees will complete a 1-page mini William H. Booth Award application. Applications are due back to District Awards Representatives before February 28.
- March 1: District Awards Representatives will distribute mini William H. Booth Award applications and coordinate a second voting process. Voting period may last up to 10 days.
- March 15: William H. Booth Award district finalists are reported to Member Recognition Chair.
- March 20: Member Recognition Chair notifies district finalists and shares William H. Booth Award application with finalists. Recognition chair also provides finalists' names to GAE4-HA President, William H. Booth Award State 4-H Staff Liaison, and Georgia EMC Representative.
- May 1: District finalists submit William H. Booth Award applications to Member Recognition Chair.
- May – June: Member Recognition Chair works with Georgia EMC Representative and William H. Booth State 4-H Staff Liaison to coordinate judging process.
- July: Georgia EMC Representative tabulates results and notified State 4-H Leader of result. State winner is announced at State 4-H Congress.

## APPLICATION

The William H. Booth Award application is judged using the following rubric:

20 points	4-H Professional Achievement: program accomplishments in 4-H base programming and issue-based programming
20 points	4-H Educational Development – Marketing: marketing and promotion of 4-H & Youth Development through use of media resources, promotion of 4-H program, and 4-H image in the community
20 points	4-H Educational Development – Volunteers: selection, recruitment, and use of adult and teen leaders in a various means to contribute to overall 4-H program
20 points	Professional and University Service: involvement in GAE4-HA and other professional associations, contributions in scholarship, expert/leader in the field
20 points	Philosophy: mission, goals, and objectives of youth work

## EVALUATION PROCESS

The GAE4-HA Member Recognition Chair will coordinate with the Georgia EMC representative to host an interview day for the district finalists. The GAE4-HA Member Recognition Chair will request travel authorization from the District Extension Directors for this event. Nominees will be approved for professional time only.

Each district finalist will participate in a thirty minute interview with a committee of four members. The committee members will be a representative from Georgia EMC, a representative from the State 4- H Staff (appointed by the William H. Booth State 4-H Staff Liaison), the current GAE4-HA President, and the previous William H. Booth Award winner from two years before the current year. If any of these

people have a conflict of interest and/or cannot participate, the GAE4-HA Member Recognition Chair will work with the William H. Booth State 4-H Staff Liaison to find a suitable replacement. The interview committee will score finalists from information obtained during the interview process and the written application. Scores from each committee member will be sealed in individual envelopes and given to the Georgia EMC Representative for tabulation.

A member of the Georgia 4-H Advisory Committee will also evaluate the finalists. This person will be appointed by the William H. Booth State 4-H Staff Liaison. The Georgia 4-H Advisory Committee member will not participate in the interview process. He/she will evaluate the applications only. His/her scores will be collected by the William H. Booth State 4-H Staff Liaison and given to the Georgia EMC representative.

The Georgia EMC Representative will tabulate scores and share the results with the State 4-H Leader. The Georgia EMC Representative will order plaques and provide monetary award. Additionally, the Georgia EMC will work with the State 4-H Liaison to provide biographical and other information for district finalists for State 4-H Congress.

## **RECOGNITION**

GAE4HA William H. Booth Award winners will be honored at the State 4-H Congress annual banquet, sponsored by Georgia EMC. Recognition will be coordinated by Georgia EMC, the William H. Booth Award State 4-H Liaison, and appropriate State 4-H Congress coordinators.

William H. Booth Award district finalists who are not fulltime State 4-H Congress delegates will work with their District Extension Director for authorization for travel to include a banquet ticket, and if appropriate, one night's lodging. The William H. Booth State 4-H Staff Liaison will provide information in order to secure lodging if needed for non-fulltime delegates.

Booth Award winners receive \$350 as district winners and \$1,000 as the state winner from Georgia EMC. The Georgia EMC Representative will also purchase the plaque for the state winner.