



UNIVERSITY OF GEORGIA
EXTENSION



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January 16, 2019

GAE4-HA Members,

I know many of you are anxious about applying for awards this year! Co-Chair Kris Peavy, your District Representatives, and I all look forward to helping you through the process and reviewing your excellent work done in 2018. Below you will find pertinent information for this year's awards process. This is a lot of information, but I ask that you read all of it thoroughly because we have many new changes.

NAE4-HA Awards—Specialty & Communicator

Again this year, there is a new process. NAE4-HA has contracted with OpenWaters to develop a site for awards submission and judging. The National Member Recognition Chair has done an excellent job of providing webinars that explain the application process and demonstrate the system. To view these archived webinars and other helpful documents, visit: <https://nae4ha.com/page/Awards>. NAE4-HA Awards will also be submitted via a link on this page through an intuitive, user-friendly system. The system is linked with Your NAE4-HA Membership profile and your personal information fields will auto fill from your profile. Narrative of awards can be uploaded as a file OR typed in a text box (limit of 1500 words). ANY file type can be uploaded – PDF, video, audio, Word, EXCEL, JPG, GIF, etc., but file size is limited to 20 Mb per file. Unlike years past, there is **NO NEED TO SUBMIT NATIONAL AWARDS TO YOUR DISTRICT AWARDS REPRESENTATIVE.**

NAE4-HA Service Awards- ASA, DSA, MSA & 25 Years of Service

NAE4-HA service awards will be submitted using the forms created by GAE4-HA:

- Service Award Application for Achievement in Service Award (ASA), Distinguished Service Award (DSA), & Meritorious Service Award (MSA) will be available on the GAE4-HA website: <https://site.extension.uga.edu/gae4-ha/awards/>. **In addition to the application, applicants must also submit a high-resolution headshot.**
- 25-Year Service Award – must submit name and 25-50 word bio to district representative as well as a high resolution headshot.

GAE4-HA Awards

All descriptions, criteria, and scoresheets for state level GAE4-HA Awards can be found at the following link: <https://site.extension.uga.edu/gae4-ha/awards/>. The information on that page will be up to date and have 2019 deadlines as soon as possible.

To submit awards, compile your materials into **ONE, SINGLE PDF FILE PER AWARD.**

To facilitate this process, make sure that your pdf file is named as follows:

AwardName_YourName_District. (i.e, RadioProgram_JakynTyson_SE).

Important Dates

January 15

- Awards Portal located at <https://nae4ha.com/page/Awards> is open
- All State Awards and NAE4-HA Service Awards must be emailed to District Awards Representative

January 30

- Deadline to complete [Qualtrics Survey](#) to serve as a volunteer judge at the state level.

February 15

- If your award calls for a letter of support from the GAE4-HA President, please make sure you allow President Cheryl Poppell enough time to write the letter, *sending her an email request for a letter no later than February 15th* and providing her with bulleted points to make. She will return the letter to you no later than February 28th (sooner if time allows).

March 1, 11:59pm

- All complete awards applications are due.
 - Please compile all materials for each individual award (including supplemental material, photos, letters of support, etc.) **into one pdf document per entry.**
 - If you have questions about your award eligibility, please contact your District Senior Director or GAE4-HA Vice President Dinah Rowe. Only members who have paid dues by the deadline are eligible to apply for and receive awards. For NAE4-HA Awards, you must have been an association member last year in good standing to apply this year. State awards may have stipulations as to how long you have worked to be eligible as well; please pay attention to those details in the description. Entries that fail to meet all requirements, are incomplete, or late will be disqualified.

Around March 3- April 1

- Judges receive emails containing information on their assigned category(ies) and score entries.

April 2

- State Award winners notified. *Due to judging dates being set by NAE4-HA, state winners of National Awards cannot be announced any earlier as the system generates the notification emails.*

April 8-10

- GAE4-HA State Conference & Award Ceremonies at Rock Eagle 4-H Center.

May 2- Regional Award winners *should* be notified.

June 2- National Award winners *should* be notified.

Reminders:

- Award entries are based on programming performed or content created from January-December 2018, just like our portfolio guidelines!
- Service Award submissions will use the application created by GAE4-HA. These applications are only turned in to your District Awards Representative. For the 25 Years of Service Award, applicants need only to email their name, bio, and headshot to the district rep requesting the award; there is no application.

- State awards will be submitted District Awards Representative. Judging will occur online at the state level. Make sure that your pdf file is named AwardName_YourName_District.
- All specialty and communicator awards will need to include an abstract, the narrative (meeting the judging criteria set forth by NAE4-HA) and any other supplemental information required by the specific award. Abstracts will be uploaded as a file separate from the actual awards application and may be in pdf, doc or docx form. All other files uploaded should be in pdf form, unless it is an image or audio file.

Tips for Completing Awards:

- Look at the judging rubric! If you cannot find the rubric, please ask your District Representative, Kris Peavy or myself to share it with you.
- Complete your application based on the judging rubric, scan or convert to a PDF, and upload to the National Site or email it to your District Awards Representative.
- Each file cannot be larger than 20MB. A maximum of four files may be uploaded per award. If you need to compress a pdf in order to make it fit within the required size limit, use <http://pdfcompressor.com/>.
- **For Communicator Awards:** The abstract must be created using an 8.5x11" layout with one inch margins, single spaced, 12 point font and no more than three pages. Include a summary/narrative, letters of support (if necessary), supplemental materials, etc. as needed. Webpages can be linked in the pdf document, printed as pdf or scanned from a hard copy, same with PowerPoint presentations. If using a photo, please upload it digitally. For videos, share the link in the pdf file. An audio file may be linked in a pdf or uploaded to the system.
- **For Specialty Awards:** The abstract must be created using an 8.5x11" layout with one inch margins, single spaced, 12 point font and a 150 word maximum. Narrative, letters of support and supplemental materials should all be in pdf format, as well as webpages and PowerPoints.

If you have any questions, please don't hesitate to contact your district awards representative, Kris Peavy, or myself.

Sincerely,



Jakyn Tyson
Member Recognition Committee Chair