



January 20, 2020

GAE4-HA Members,

I know many of you are anxious about applying for awards this year! Co-Chair Lynn Davis, your District Representatives, and I all look forward to helping you through the process and reviewing your excellent work done in 2019. Below you will find pertinent information for this year's awards process. This is a lot of information, so I ask that you read all of it thoroughly because we have some new changes.

NAE4-HYDP Awards—Specialty & Communicator

Again this year, NAE4-HYDP awards will be submitted and judged through the OpenWater site at <https://nae4ha.secure-platform.com/a> 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/general/custom.asp?page=Awards>

NAE4-HYDP Awards will also be submitted from this page by clicking on **SUBMITTING A NEW AWARD**. This system is linked with Your NAE4-HYDP 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, **YOU WILL NEED TO SUBMIT NATIONAL AWARDS TO YOUR DISTRICT AWARDS REPRESENTATIVE**

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

NAE4-HYDP 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) and 25 year service award. will be available on the GAE4-HA website <https://site.extension.uga.edu/gae4-ha/awards/>
- 25-Year Service Award – must submit application with 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 2020 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_KrisPeavy_SW).

Important Dates

January 15

- Awards Portal located at <https://nae4ha.secure-platform.com/a> is open. Please do NOT use any other site to upload awards.
- All State Awards and NAE4-HYDP Service Awards must be emailed to District Awards Representative and CC: Kris Peavy at kgburn@uga.edu

February 1

- Deadline to enter your name in google docs [https://docs.google.com/forms/d/e/1FAIpQLSeDFw2qsTP_mpFeeQqTs621cWk-
XMx_CZ0Uf1Te4p34pgKolg/viewform?vc=0&c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSeDFw2qsTP_mpFeeQqTs621cWk-
XMx_CZ0Uf1Te4p34pgKolg/viewform?vc=0&c=0&w=1) to volunteer to serve as Georgia judge in person on February 24th in Perry, GA. We also need volunteers to serve as state judges- the process will be completed electronically- judging will take place during the weeks of March 2- March 20.
- If your award calls for a letter of support from the GAE4-HA President, please make sure you allow President Sonya Jones sonyaj@uga.edu enough time to write the letter, **sending her an email request for a letter no later than February 3rd** and providing her with bulleted points to make. She will return the letter to you no later than February 13th (sooner if time allows).

February 14

- All completed 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.** Then emailed to your District Awards Chair and CC: Kris Peavy kgburn@uga.edu and uploaded to NAE4-HYDP website
- If you have questions about your award eligibility, please contact your District Senior Director or GAE4-HA Vice President Kandi Edwards. Only members who have paid dues by the deadline are eligible to apply for and receive awards. For NAE4-HYDP 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.

February 17th

- Notifications sent to district for lack of entries

February 20th by 12:00 p.m.

- Final submissions due to fill vacant entries from all districts

February 24th

- State Awards Judging to take place at the Houston County Extension Office in Perry, GA
If you are interested in serving as a judge for awards, [https://docs.google.com/forms/d/e/1FAIpQLSeDFw2qsTP_mpFeeQqTs621cWk-
XMx_CZ0Uf1Te4p34pgKolg/viewform?vc=0&c=0&w=1](https://docs.google.com/forms/d/e/1FAIpQLSeDFw2qsTP_mpFeeQqTs621cWk-
XMx_CZ0Uf1Te4p34pgKolg/viewform?vc=0&c=0&w=1)

February 28th

- Notification of NAE4-HYDP Awards

March 6th

- State GAE4-HA Award Winner notified

March 9th

- Confirm Room Reservation for State Meeting at Great Wolf Lodge

April 20-22

- GAE4-HA State Conference & Award Ceremonies at Great Wolf Lodge in LaGrange, GA.

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 2019, 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, we will need a high resolution headshot.
- State awards will be submitted District Awards Representative. Make sure that your pdf file is named such as this: AwardName_YourName_District.
- All specialty and communicator awards will need to include an abstract, the narrative (meeting the judging criteria set forth by NAE4-HYDP) and any other supplemental information required by the specific award. All 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, Lynn Davis or myself to share it with you.
- Complete your application based on the judging rubric, must be uploaded as Word or PDF file. Any file can be uploaded for required optional documentation- PDF, video, audio, word JPG, GIF. The award application can be viewed and printed after submission, so then scan ALL documentation to a PDF file and email it to your District Awards Representative.
- Each file cannot be larger than 20MB. Fields have been added to application where applicable to provide a link to an online resource, document or video. 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 limited to 3 pages 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, Lynn Davis, or myself.

Sincerely,



Kris Peavy

Member Recognition Committee Chair

Websites:

NAE4-HYDP log in: <https://nae4ha.secure-platform.com/a>

GAE4-HA: <https://site.extension.uga.edu/gae4-ha/awards/>