

***Association of Illinois Soil and Water Conservation Districts***

**2013 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 gone 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 2013 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 the District's cooperating agencies (NRCS, FSA, U of I Extension, etc.).

**DEADLINE:**

District nominations are due to the appropriate Land Use Council Chairman by **April 22, 2013.**

- **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 17, 2013.**

**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.  
(If there are **not** applications from all 16 LUCs (4 Areas) only the Award winner will receive award package.)

**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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**2013 OUTSTANDING DISTRICT EMPLOYEE AWARD**

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 ☐ NoDoes candidate attend the AISWCD Annual Meeting? ☐ Yes ☐ NoIs candidate a member of the AISWCD Committees? ☐ Yes ☐ NoList AISWCD committee service: \_\_\_\_\_  
\_\_\_\_\_Has candidate been on the ISWCDEA board? ☐ Yes ☐ NoOffices held: \_\_\_\_\_  
\_\_\_\_\_Does candidate attend the NACD regional meetings? ☐ Yes ☐ NoDoes 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: \_\_\_\_\_

***Association of Illinois Soil and Water Conservation Districts***  
**2013 OUTSTANDING DISTRICT EMPLOYEE AWARD**  
Sponsored by: ISWCDEA

**2013 State Judging Form**

District: \_\_\_\_\_ LUC Council: \_\_\_\_\_ AISWCD Area: \_\_\_\_\_

Employee Name: \_\_\_\_\_

<b>JUDGES CATEGORY</b>	<b>TOTAL PTS. AVAILABLE</b>	<b>SCORE</b>
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	_____
<b>*Total Possible Points</b>	<b>170</b>	_____

***Comments:***

**Judge's Name:** \_\_\_\_\_

**Judge's Signature:** \_\_\_\_\_