



Illinois Soil and Water Conservation District Employees Association

2014 OUTSTANDING DISTRICT EMPLOYEE AWARD

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) employees who have been employed a minimum of three years. An 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 and during the 2014 ISWCDEA Annual Meeting.

ORDER OF ENTRY:

Entries must be typed and submitted for 8½ inch x 11 inch paper with all supporting materials, including letters of recommendation.

JUDGING:

DISTRICT: Judging will be completed by representations of the SWCD.

DEADLINE:

District nominations are due to the **ISWCDEA postmarked by Oct 17, 2014**

Please send applications to:

**Joe Bybee
Attn: Outstanding District Employee Award
IDOA-BLWR
2280 Bethany Road, Suite B
DeKalb, IL 60115**

AWARD PACKAGE:

All Applications will be recognized at 2014 December ISWCDEA Annual Meeting.

The winner will receive:

1. A plaque of recognition
2. Two (2) complimentary meal tickets where the winner will be also recognized during the Recognition Luncheon at the AISWCD Annual Meeting in July 2015.

2014 OUTSTANDING DISTRICT EMPLOYEE AWARD

OFFICIAL ENTRY FORM

District of Nominee:

Nominee:

SWCD Position:

Years of Service:

Office 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 Local and State Envirothon? ☐Yes ☐No

Does candidate attend the Winter Training? ☐Yes ☐No

Does candidate attend the AISWCD Annual Meeting? ☐Yes ☐No

Has candidate been on the ISWCDEA board? ☐Yes ☐No

ISWCDEA Offices held:

Does candidate attend the NACD regional meetings and national convention? ☐Yes ☐No

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

List other special service to the above mentioned 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 community service.

SECTION D:**Supporting Materials****70 Points**

- **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, and 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 or 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:

Email:

Date of Nomination:

ISWCDEA 2014 OUTSTANDING DISTRICT EMPLOYEE AWARD

2014 State Judging Form

District: _____

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	_____
Nominee's Qualification (Section D)	50	_____
Letters of Recommendation (Section D)	20	_____
Nomination Form (overall)	25	_____
*Total Possible Points	170	_____

Comments:

Judge's Name: _____

Judge's Signature: _____