*****Illinois Soil and Water Conservation District Employees Association***

**2024 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.

1. Nominations for an Outstanding District Employee may be made by any group or individual within the District.
2. Nominees must be current and active Employees at the time of local selection and during the 2024 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 representatives of the SWCDs.

**DEADLINE:**

District nominations are due to the **ISWCDEA postmarked by November 7, 2024**

Please send applications to:

Marty McManus

[marty.mcmanus@illinois.gov](mailto:marty.mcmanus@illinois.gov)

#### AWARD PACKAGE:

All Applications will be recognized at 2024 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 2025.

**2024 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:

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**

**2024 OUTSTANDING DISTRICT EMPLOYEE AWARD**

**2024 State Judging Form**

##### District: \_ \_ \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ \_

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

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| --- | --- | --- |
| **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: \_ \_