

PROGRAM ACHIEVEMENT AWARDS GUIDELINES

PURPOSE:

To give recognition to individuals and teams of our professional associates for outstanding accomplishments

WHO MAY ENTER:

The Program Achievement activity is open to all professional Extension personnel regardless of length of service and/or membership in Alpha Kappa chapter of Epsilon Sigma Phi. The applicant(s) should not have previously received the award for the same entry in the submitted category.

TIME PERIOD:

Entries are due to the Scholarship, Awards, and Recognition Committee Chair office by February 15th each year. Many times Extension educational programs require more than one year to complete. However, the major accomplishments should have been realized during the year prior to the deadline.

CATEGORIES:

- I. Individual Achievement Award – For an individual effort on a major issue or program.
- II. Team Achievement Award – County – For a joint effort of two or more persons on a major issue or program at a county level.
- III. Team Achievement Award – Multi-County or Area - For a joint effort of two or more persons on a major issue or program at a multi-county or area level.
- IV. Team Achievement Award – Multi-Area or State - For a joint effort of two or more persons on a major issue or program at a multi-area or state level.
- V. Team Award – National Initiative or Issue Related (Awards in this category MUST be submitted on the ESP National website. Awards given at the chapter level are not eligible for national consideration.

DEFINITIONS:

Issue: Relevant and current concerns that affect clientele.

Program: A program is the sum total of the major projects involved.

PROCEDURE for Categories I, II, III, IV, V

The following judging criteria will be followed:

- Entries should be submitted online at <https://bit.ly/ESPAKawards>, word limits are included. A hard copy is included in this document for your information.
- Optional: 1-3 pages, one side only, of supportive information, i.e., handouts, news articles, pictures, etc. Additional pages beyond this description will not be considered.
- Videotapes, notebooks, and other supplemental materials beyond what are listed above will not be accepted or reviewed.
- Email the response summary form to Mindy McCulley: mindy.mcculley@uky.edu by February 15th.

Epsilon Sigma Phi - Program Achievement Awards

Highlight the award you are entering

Individual

Team-County

Team- Multi County/Area

Team- Multi-Area/State

INDIVIDUAL/TEAM MEMBERS- Name, Title, and County

TITLE OF PROGRAM (15 words)

WHAT WERE MAJOR ISSUES ADDRESSED (150 words)

WHAT WERE THE RESOURCES THAT WERE INVOLVED IN THE PROJECT? (150 words)

WHAT WERE THE METHODS USED? (300 words)

WHAT RESULTS WERE ATTAINED? (300 words)

SUMMARY STATEMENT (75 words)

State Tenure Awards (25, 30, 35, 40 & 45 Years)

For Extension Employees completing their 25th, 30th, 35th, 40th or 45th year of employment as of December 31 of the previous year. Send your name & years of service to Mindy McCulley by March 1st.



ESP Professional Development Scholarship - Guidelines

Funds can be requested by support staff or professional staff.

Support staff must be members of their honorary professional organization, Chi Epsilon Sigma and can be used for any professional development opportunity.

Total maximum (per year) 1000

ESP Officers can use funds for travel to any professional meeting, in their officer capacity.

Total maximum (per year) 3000

ESP Membership can use funds for travel to ESP Sponsored Meetings and Programs.

Total maximum (per year) 2000

Link to Scholarship application form: <http://bit.ly/ESP-PDScholarship>

Scholarship Committee will review applications on a monthly basis, as needed.

Checks will be issued on a reimbursement basis after return from the meeting.