

NOMINATION FORM

Extension Excellence Award; Floyd S. Edmiston Award; Denver T. and Ferne Loupe Team Award

Instructions: Recognizing outstanding faculty through award nominations is a responsibility we all share. With the recent completion of the programming year, please take this opportunity to submit an award nomination for your co-workers and/or colleagues that have and continue to develop and implement excellent Extension programs that have parish, regional, state and/or national impact. The Extension Excellence Award and the Floyd Edmiston Award both recognize individual programming excellence using the same performance criteria. The top nominee receives the Extension Excellence Award and the next best nominee receives the Floyd Edmiston Award. The Denver T. and Ferne Loupe Extension Team Award is a team nomination (2 or more participants) that recognizes outstanding performance by a team.

For all awards, a faculty committee reviews nominations and submits their recommendations to the Vice President. An explanation of individual awards, guidelines and criteria, is included on nomination forms and LCES PS-21, Extension Professional Awards (<http://intranet.lsuagcenter.net/unit/lces/Documents/LCES%20PS%2021.pdf>.) Nominations should address the information requested below and may not exceed 4 pages (excluding letters of support). Additional pages will be discarded. All nomination materials must be submitted electronically to *Rebecca Smelley* (rsmelley@agcenter.lsu.edu) in the Vice President's Office by this year's deadline.

1. Name of nominee or team members:
2. Program Title:
3. Official headquarters of nominee/team members:
4. Number of years with the LSU AgCenter (if team, list each member):
5. Extension work experience (position and dates):
6. Professional organizations:
7. Honors and awards:
8. Areas of responsibility:
9. Write a summary of activities and accomplishments, emphasizing the last three years of work. Explain how the achievements described contributed toward improving Extension's operation or services and how the performance substantially exceeded normal job requirements and performance. These activities and accomplishments should have benefitted people or changed their lives in some way and also should enhance Extension's educational mission.
10. Include a description of a **maximum of five (5)** work documents/media that support work accomplished (e.g., news articles, circular letters, advisory committee reports, PowerPoint presentations, videos, posters, Web sites, newsletters, publications, etc.) and include links to those documents/media if available. Do not attach work samples.
11. Nomination materials may include two letters of support. It is recommended that one be internal and one be external.