



**COLORADO STATE UNIVERSITY EXTENSION
2011 DISTINGUISHED SERVICE AWARDS**

F. A. ANDERSON AWARD
ALTON SCOFIELD AWARD

IN RECOGNITION OF SUPERIOR SERVICE

These awards recognize outstanding performance by an Extension professional throughout their Extension career.

ELIGIBILITY FOR THE F. A. ANDERSON AWARD

Any member of the state staff who is, by appointment, on a CSU Extension assignment. Previous winners of this award are not eligible for a second award for five years.

ELIGIBILITY FOR THE ALTON SCOFIELD AWARD

County, area, or regional CSU Extension personnel. Previous winners of this award are not eligible for a second award for five years.

NOMINATIONS

Nominations are invited from:

- organizations which work with CSU Extension staff: Colorado County Agents Association, Colorado Extension Association of Family and Consumer Sciences, Colorado Association of Extension 4-H Agents, Epsilon Sigma Phi and Colorado State University Extension Specialists Association;
- academic departments, Extension administrators, and regional directors;
- county commissioners; and
- Extension colleagues

NOMINATION GUIDELINES

The entire nomination (excluding letters of support and cover page) is limited to five double-spaced, typewritten pages using Times New Roman font (size 11) with 1" margins. The document must be organized following the specific format presented below. Since this award is presented in recognition of the breadth of an individual's career, examples spanning that career should be included. Judging is conducted using the specific points identified below for each section of the nomination.

- I. **Cover Sheet** including:
- A. Name of nominee; county/area, department, or unit; present position and/or title of individual;
 - B. Name of Nominator (individual(s)/organization).
- II. A narrative summary organized in the following sections:
- Major Accomplishments -
- A. The most outstanding 2-3 accomplishments of work in CSU Extension. (20 points)
 - B. Impact of Responsibilities on Clientele - who benefited, how did lives or communities change, implications for future programs. (25 points)
 - C. Evidence of Collaboration community involvement, contribution to team efforts, campus involvement, etc. (20 points)
 - D. Commitment to Diversity fostering an environment that respects and values all people. (15 points)
 - E. Service to Extension - committees served on, leadership in professional organizations and committees, service at local, state, and national levels, etc. (10 points)
 - F. Awards and Recognition - by peers, clientele, others (5 points)
- (Note: An additional 5 points will be awarded based on how closely the nomination follows nomination guidelines)
- III. **A maximum of four** letters of support, testimonials, or other evidence of impact limited to a single page each.

NOMINATION DEADLINE – Friday, October 14, 2011