



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

**TEAM AWARD**

IN RECOGNITION OF SUPERIOR SERVICE

**ELIGIBILITY FOR TEAM AWARD**

This award recognizes the program outcomes and impacts of teams which come together for a specific period of time to work on a special initiative/goal. One or more team members must be a CSU Extension employee. Teams who win this award are not eligible for a second award for five years. However, individuals who are a part of a winning team are eligible to compete as a part of another team.

**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.** Judging is conducted using the specific points identified below for each section of the nomination.

I. **Cover Sheet** including:

- A. Name of team and names of individuals involved; county/area, department, or agencies/organizations represented; present positions and/or titles of individuals. Please clearly identify those **Extension** individuals who are responsible for the team.

- B. Name of nominator (individual, organization, self)
- II. A narrative summary in the following specific format which clearly explains the role that the team's program has played in preparing people or communities to deal with critical issues which address social, economic, and/or environmental concerns.  
Include:
- \* **Situation Statement:** Identification of need/issue. (10 points)
  - \* **Resources involved:** team members, volunteers, agencies/cooperators and funds, supplies or equipment utilized. (15 points)
  - \* **Strategies:** innovative or creative problem solving, educational or delivery methods, etc. (15 points)
  - \* **Commitment to fostering diversity and an environment** that respects and values all people. (10 points)
  - \* **Evidence of collaboration** to improve Extension's efforts (i.e. community involvement, contribution to team efforts, campus involvement, etc.). (10 points)
  - \* **Impacts:** who benefited, what the impacts were, how lives or communities changed, implications for future programs, etc. (30 points)
  - \* **Awards and recognition** of the team's effort by peers, clientele, others (if any). (5 points)
- (Note: An additional 5 points will be awarded based on how closely the nomination follows nomination guidelines)
- III. **A maximum of four** single page letters of support, testimonials or other evidence of team impact.

**NOMINATION DEADLINE – Friday, October 14, 2011**