# AWARDS PROCEDURE & FORMS MANUAL



Updated: August 2011

### **List of Awards & Contests**

#### **IASCD Conservation Education Awards**

Conservation Teacher of the Year - Elementary Award (Page 3) Conservation Teacher of the Year - Secondary Award (Page 3)

#### **IASCD Awards**

Doyle L. Scott Award (Page 4)
R.N. Irving Award (Page 5)
Idaho Grassman of the Year Award (Page 6)
Agency Employee Award (Page 7)
Legislator of the Year Award (Page 8)
Newscaster of the Year Award (Page 9)

#### **Partner Awards**

Conservation Partnership Field Office Award (Page 10) Idaho District Employees Association District Employee of the Year Award (Page 11)

#### **Contests**

IASCD Poster Contest (Page 12)
IASCD Auxiliary Speech Contest (Page 13)

#### **Forms**

Conservation Teacher of the Year - Elementary Award (Page 14)
Conservation Teacher of the Year - Secondary Award (Page 15)
Doyle L. Scott Award (Page 16)
R.N. Irving Award (Page 17)
Idaho Grassman of the Year Award (Page 18 & 19)
Agency Employee Award (Page 20)
Legislator of the Year Award (Page 21)
Newscaster of the Year Award (Page 22)
Conservation Partnership Field Office Award (Page 23 - 25)
IASCD Auxiliary Speech Contest (Page 26)

#### **CONSERVATION TEACHER OF THE YEAR AWARD**

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To recognize teachers who demonstrate an awareness and appreciation of the value of conservation education through their teaching practices and who encourage the efforts by students and other teachers to advance the wise use, protection and enhancement of our natural resources.

#### **NOMINATIONS:**

O. How are nominations made?

Nominating districts/supervisors need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two  $8.5 \times 11$  pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBLE TEACHERS:**

Awards are for Elementary and Secondary teachers within the State of Idaho. Two separate awards will be presented. The same district may nominate both an Elementary and Secondary teacher.

#### AWARD:

Plaques will be presented to the recipient during the IASCD annual conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

Nominating district must ensure their teacher is present at the Annual Conference to receive award. District makes arrangements for lodging and is responsible for any related expenses.

## Page 3 **DOYLE L. SCOTT AWARD**

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To recognize an outstanding leader in the field of natural resource conservation and one who has made exceptional personal contributions to further those efforts. This award is in honor of Doyle L. Scott, district supervisor and SWC administrator.

#### **NOMINATIONS:**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two  $8.5 \times 11$  pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

Anyone directly connected with, and actively supporting, soil conservation districts in Idaho. Recipient should show significant contributions to the conservation (district) movement, and exhibit a continuing commitment to resource conservation with an emphasis on outstanding service.

#### **AWARD:**

IASCD will award a plague at the Annual Conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

Sponsor must ensure winning candidate is present at the Annual Conference to receive award. Sponsor is also responsible for lodging and any related expenses.

## Page 4 R.N. IRVING AWARD

#### NRCS DISTRICT CONSERVATIONIST OF THE YEAR

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To honor R. Neil Irving, the first SCS State Conservationist in Idaho. Mr. Irving was instrumental in the passage of the State Soil Conservation District Law and in organizing Idaho's soil conservation districts during the period December 1, 1938 through March 23, 1959.

#### **NOMINATIONS:**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two 8.5 x 11 pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho,83646

#### **ELIGIBILITY:**

Any state District Conservationists (NRCS) who have made major and widely recognized contributions to the conservation of natural resources on the local level and gone the extra mile on behalf of the nominating soil conservation district(s).

#### **GUIDELINES:**

The award is given to one person annually. No award shall be made if a suitable candidate is not nominated. The nomination, in narrative form, should clearly document the scope of the nominee's accomplishments, including professional achievements in resource conservation at the field office level and service to the conservation district(s), as well as other local conservation organizations.

#### AWARD:

IASCD will award a plaque at the Annual Conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

IASCD will inform the NRCS of the winner; the NRCS ensures winner is at Annual Conference including consulting with the nominating district(s) as to the lodging arrangements and any related expenses.

## Page 5 IDAHO GRASSMAN OF THE YEAR AWARD

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To establish the value of good management practices of forage crops and to provide an opportunity for the public to learn about the commitment of farmers and ranchers to sustainable agriculture and the importance and impact of forage crop management on the environment.

#### **NOMINATIONS:**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two 8.5 x 11 pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

Any producer of forage crops in the state of Idaho.

#### **AWARD:**

IASCD will award a plaque at the Annual Conference.

#### **GUIDELINES:**

Evidence of good forage crop management with special focus on the production and utilization of forage crops, the use of forage crops and livestock in maintaining a sustainable agriculture and forage cropping systems which enhance soil stability and water quality.

The nomination should clearly document the scope of the nominee's accomplishments related to them management of soil, water, animals, plants, air, and people. See "Forms" for a Nomination Outline.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

IASCD will inform the nominating district of the winner. The district will ensure winner is at the Annual Conference and make arrangements for lodging and other related expenses.

## Page 6 AGENCY EMPLOYEE AWARD

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To recognize a local, state or federal employee who has made outstanding contributions to the natural resource conservation movement in the state of Idaho.

#### **NOMINATIONS:**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two 8.5 x 11 pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

Anyone actively and directly connected with Idaho soil and water conservation programs, including local, state or federal employees assisting with soil and water conservation programs.

#### **GUIDELINES:**

- A. Evidence of a significant contribution to the soil and water conservation movement in Idaho.
- B. A continuing commitment to soil and water Conservation with emphasis on service beyond the job responsibility.

Develop up to a two-page testimony which includes the nominees' conservation accomplishments and information on the candidate concerning personal data such as: location, position, education, etc.

#### **AWARDS**:

IASCD will award a plaque at the Annual Conference.

#### RESPONSIBILITY FOR HAVING THE WINNER AT ANNUAL CONFERENCE:

The nominating district (or agency, if applicable) must ensure the winning candidate is at the Annual Conference to receive their award. This includes making arrangements for lodging and any other related expenses.

## Page 7 **LEGISLATOR OF THE YEAR AWARD**

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To recognize Idaho legislators who have made a significant contribution to agriculture and conservation districts, as related to issues on conservation and the environment.

#### **NOMINATIONS:**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two  $8.5 \times 11$  pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

**Current legislators** 

#### **GUIDELINES:**

Nominations should include legislators that have made a significant contribution to the soil and/or water conservation movement.

Develop up to a two-page testimony including nominee's conservation accomplishments, support of key legislation and conservation districts.

#### **AWARD:**

IASCD will award a plaque at the Annual Conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

The nominating district (or agency, if applicable) must ensure the winning candidate is at the Annual Conference to receive their award. This includes making arrangements for lodging and any other related expenses.

### Page 8 NEWSCASTER OF THE YEAR AWARD

#### **DEADLINE:**

October 30

#### **PURPOSE:**

To recognize an outstanding effort in communicating the story of natural resource conservation in Idaho through radio and/or television media.

#### **NOMINATIONS**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two  $8.5 \times 11$  pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

Anyone who regularly broadcasts information about conservation in Idaho on radio or television is eligible. Anyone who has produced a single, but especially significant broadcast program about conservation will also be considered.

The award is designed to recognize outstanding contributions to the conservation of natural resources through communication.

#### **GUIDELINES:**

Submit up to a two-page written description of the nominee's contributions and activities. Supporting materials, such as broadcast tapes or videos, are encouraged but not required.

#### **AWARD:**

IASCD will award a plague at the Annual Conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

The nominating district must ensure the winning candidate is present at the Annual Conference to receive their award. This includes making arrangements for lodging and any other related expenses.

## Page 9 **Conservation Partnership Field Office Award**

#### **DEADLINE:**

October 30

#### **PURPOSE:**

The Idaho Association of Soil Conservation Districts (IASCD), Idaho Soil Conservation Commission (SCC), and the USDA Natural Resources Conservation Service (NRCS) will bestow this award in recognition of exceptional cooperation and teamwork of the conservation partners at the field office level. The Conservation Partners include but are not limited to Conservation Districts, NRCS, SCC, IASCD, and RC&Ds. A committee comprised of IASCD, SCC, and NRCS leadership or designees will select the award winners. The decision of the committee shall be final. There is no limit on the number of awards that will be presented each year. The award will be presented annually at the IASCD Conference.

#### **NOMINATIONS**

Q. How are nominations made?

Nominating districts/supervisors/partners need to complete the entry form provided by IASCD (see "Forms" section of this manual), along with a written testimony (not to exceed two 8.5 x 11 pages) detailing nominee's activities (letters of support and other documentation may be attached)

#### A. Send nominations to:

IASCD 5105 N. Asissi Ave, Meridian, Idaho, 83646

#### **ELIGIBILITY:**

The Idaho Association of Soil Conservation Districts, Idaho Soil & Water Conservation Commission, and the USDA Natural Resources Conservation Service will give this award in recognition of exceptional cooperation and teamwork of the conservation partners at the field office level. The award will be presented annually at the IASCD Conference.

#### **GUIDELINES:**

Nominations may take the following into consideration: Conservation of natural resources, degree of cooperation and teamwork, achievement of mutual partnerships objectives, partnership program integration, collaborative planning and implementation, technical assistance integration, communication, teamwork tools, techniques, processes employed, creative problem solving, involvement of other partners, accomplishments/progress, and quality of conservation accomplishments

#### AWARD:

IASCD will award a plaque at the Annual Conference.

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

The nominating district must ensure the winning candidate is present at the Annual Conference to receive their award. This includes making arrangements for lodging and any other related expenses.

## Page 10 IDEA Idaho District Employee of the Year Award

This award is sponsored by the Idaho District Employees Association (IDEA) Please see the IDEA website: <a href="http://idea.ncdea.org">http://idea.ncdea.org</a> for award information

## Page 11 **POSTER CONTEST**

#### **DEADLINE:**

Each school supervises its contest, with the winners applying to the district for sponsorship to the division competition held in October.

#### **PURPOSE:**

To encourage Idaho 4<sup>th</sup> through 6<sup>th</sup> grade students to think more creatively about our environment and natural resource conservation activities and issues.

#### **PARTICIPANTS:**

Participants must be sponsored by a district and compete in a division competition.

#### **ELIGIBILITY:**

The poster contest is open to all currently enrolled Idaho 4<sup>th</sup> - 6<sup>th</sup> grade students.

#### **GUIDELINES:**

Each student may submit one original poster created by the student. Submissions must be on a poster board size of 14" x 22", illustrating the "annual theme" and must contain at least one of the following subjects: soil, water, wildlife, forestry or range conservation. State winners are submitted to the national NACD competition, which announces the theme annually. Each poster must be labeled on the back with the student's name, school name and address, teacher, district and division. Rules may be obtained from the IASCD office and/or website (http://iascd.org)

District supervisors judge posters submitted by students in their district and enter the three winning posters in the division contest. Division directors select three posters at the fall division meeting to be entered in the state competition at the annual IASCD conference. Posters are judged for message, originality, art, balance and neatness.

#### AWARD:

State winners are awarded the following:

1st place - \$100 & plaque

2<sup>nd</sup> place - \$75 & Ribbon

3rd place - \$50 & Ribbon

#### RESPONSIBILITY FOR HAVING WINNER AT ANNUAL CONFERENCE:

District employee and/or supervisor ensures that winning district posters are at the fall division meeting and at the IASCD annual conference. The same are responsible for picking up all posters at the end of the conference.

## IASCD AUXILIARY SPEECH CONTEST

#### **DEADLINE:**

Each school supervises its contest, with the winner applying to the district for sponsorship to the division competition held in October.

#### **PURPOSE:**

To promote an interest in agriculture, resource conservation and the environment in Idaho high school students, while gaining public speaking experience.

#### **PARTICIPANTS:**

Participant must be sponsored by a district, compete in a division competition and complete an entry form supplied by the IASCD Auxiliary.

#### **ELIGIBILITY:**

Students, grades 9-12, enrolled in an Idaho school in the fall of the year.

#### **GUIDELINES:**

IASCD will follow the annual theme selected by NACD for the speech contest. Participants must submit a completed entry form, which includes guidelines. The speech contest rules and guidelines may be obtained through the IASCD office, or website (http://iascd.org). For further questions contact the IASCD Executive Director or Assistant.

Each applicant is selected by their school to apply for sponsorship from their local Conservation District for Division competition. Division winners will compete in state competition at the Awards Banquet of the Annual Conference in November.

#### AWARD:

IASCD Auxiliary provides prizes for state winners, designated as an educational award for advanced education.

1st Place \$300 and a plaque

2<sup>nd</sup> Place \$200 3<sup>rd</sup> Place \$150

4th Place \$100 (if needed)

#### RESPONSIBILITY FOR HAVING WINNER AT CONFERENCE:

The participating districts must ensure that their contestant is at the Annual Conference to participate in the state contest. This includes making arrangements for lodging and any other related expenses. The IASCD usually contributes funding for contestants' travel expenses.

## CONSERVATION TEACHER OF THE YEAR AWARD ELEMENTARY (K - 6) ENTRY FORM

Please complete all information and attach this cover sheet to your entry materials.

Teacher Name:			
Home Address:			
City:			
Telephone:	(Home)		(School)
School Name:			
School Address:			
City:	State:	Zip:	
Department:		Grade Level:	
County:	Princi	pal:	
What is the school allocated but Please list the subject(s) you to			
Nominating Conservation Distr	rict:		
District Chair:			
District Address:		Email:	
City:	State:	Zip:	
Telephone:	Fax:		
Is the above nominated teache	r a voting member of the	e conservation district bo	oard Yes No
District Chair Signature:			
Date Signed:			

## CONSERVATION TEACHER OF THE YEAR AWARD SECONDARY (7 – 12) ENTRY FORM

Please complete all information and attach this cover sheet to your entry materials.

Teacher Name:			
Home Address:			
City:	State:	Zip:	
Telephone:	(Home)		(School)
School Name:			
School Address:			
City:			
Department:		Grade Level:	
County:	Princip	oal:	
What is the school allocated be Please list the subject(s) you			
Nominating Conservation Dis	trict:		
District Chair:			
District Address:		Email:	
City:	State:	Zip:	
Telephone:	Fax:		
Is the above nominated teach	er a voting member of the	conservation district bo	ard Yes No
District Chair Signature:			
Date Signed:			

#### Page 15

#### Doyle Scott Award Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
Home Address:			
City:	State:	Zip:	
Telephone:	(Home)		_ (Work)
Nominating Conservation District:			
District Chair:			
District Address:	Ema	ail:	
City:	State:	Zip:	
Telephone:	Fax:		
Is the above nominated individual a voti	ng member of the co	onservation district board?	
Yes No			
District Chair Signature:			
Date Signed:			

#### R.N. Irving Award Entry Form

(NRCS District Conservationist Award)

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
NRCS Field Office Address:			
City:	State:	Zip:	
Telephone:	_(Home)		(Work)
Nominating Conservation District:			
District Chair:			
District Address:	En	nail:	
City:	_ State:	Zip:	
Telephone:	_ Fax:		
Is the above nominated individual a votin	g member of the	conservation district board?	
Yes No			
District Chair Signature:			
Date Signed:			

Please attach supporting materials, including nomination testimony, letters, etc.

Written narrative (not to exceed two  $8.5 \times 11$  written page) that answers the following: (1) Nominee's achievements in resource conservation; (2) nominee's extraordinary contributions to your conservation district(s); and (3) example of nominee "going the extra mile on behalf of conservation

#### Idaho Grassman of the YearAward Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
Home Address:			
City:	State:	Zip:	
Telephone:	(Home)		(Work
Nominating Conservation District:			
District Chair:			
District Address:		Email:	
City:	State:	Zip:	
Telephone:	Fax:		_
Is the above nominated individual a v	oting member of th	ne conservation district b	oard?
Yes No			
District Chair Signature:			
Date Signed:			

Please attach supporting materials, including nomination testimony, letters, etc. (see next page for Nomination Outline)

#### Page 18

#### IDAHO GRASSMAN OF THE YEAR PROGRAM NOMINATION OUTLINE

- I. Name Ranch and location
- II. Brief description of operation
  - A. Classes and numbers of livestock
  - B. Crops produced (including pasture and range)
    - 1. typical rotation
    - 2. grazing management program with approximate dates of use
    - 3. normal yields

#### III. Conservation program

- A. What kinds of erosion problems are present and what has the operator done about them?
- B. What kinds of water quality problems are present and what has the operator done about them?
- C. How do current wildlife populations affect the operation and does the operator plan for their management?
- D. Describe improvements that the operator has constructed.
  - 1. improvements that affect water quality
  - 2. improvements that affect water distribution
  - 3. improvements that affect livestock distribution
- E. What kinds of noxious week problems are present and what has the operator done to prevent or control them?

#### IV. The operator

- A. Indicate progressive and public-spirited attributes of the nominee.
- B. Does the operation serve as a demonstration for others in the area?

#### Agency Employee Award Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
Office Address:			
City:	State:	Zip:	
Telephone:	(Home)		(Work)
Nominating Conservation District: _			
District Chair:			
District Address:		Email:	
City:	State:	Zip:	
Telephone:	Fax:		
Is the above nominated individual a v	oting member of th	ne conservation district board	?
Yes No			
District Chair Signature:			
Date Signed:			

## Page 20 Legislator of the Year Award Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
Office Address:			
City:	State:	Zip:	
Telephone:	(Home)		(Work)
Nominating Conservation District:			
District Chair:			
District Address:		Email:	
City:	State:	Zip:	
Telephone:	Fax:		
Is the above nominated individual a v	oting member of th	ne conservation district l	ooard?
Yes No			
District Chair Signature:			
Date Signed:			

## Page 21 Newscaster of the Year Award Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name of Nominee:			
Office/Work Address:			
City:	State:	Zip:	
Telephone:(Home)	(W	Vork) Station:	
Nominating Conservation District:			
District Chair:			
District Address:	]	Email:	
City:	_ State:	Zip:	
Telephone:	_ Fax:		
Is the above nominated individual a votir	ng member of th	ne conservation district board?	
Yes No			
District Chair Signature:			
Date Signed:			

## Page 22 Conservation Partnership Field Office Award Entry Form

Please complete all information and attach this cover sheet to your entry materials.

Name (Office) of Nominee:		
Office Address:		·
City:	State:	_ Zip:
Telephone: (Home)	(Work	<b>(</b> )
Nominating Conservation District:		
District Chair:		
District Address:	Ema	nil:
City:	State:	Zip:
Telephone:	_ Fax:	
Is the above nominated individual a votin	ng member of the co	onservation district board?
Yes No		
District Chair Signature:		
Date Signed:		

#### Page 23

#### <u>Conservation Partnership Field Office Award</u> <u>Nomination Form</u>

2.	Idaho's Conservation Partners have independent responsibilities but are dependent
	on each other for providing technical assistance and conservation program
	opportunities to landowners. Provide a brief narrative of the effectiveness and the
	efficiencies of the field office partnership. What are the exemplary team work
	characteristics of the partnership?

2. Describe how the field office integrates the partnership's technical assistance and programs to implement natural resource conservation with landowners.

3. Describe the management tools and innovative processes currently used, or that have recently been created in the field office that both meet and implement the partnerships plans, programs and projects. How did the process advance the teamwork in the field office.

4. Provide a brief narrative of the field office partnership's accomplishments. What did you do? How did you measure the quality of and quantity of accomplishments? How did the accomplishments benefit constituents and land owners.

## Page 25 IASCD AUXILIARY CONSERVATION EDUCATION SPEECH CONTEST APPLICATION FORM

Contestant Name:			Age:
Address:			
City:	Zip:	Phone:	
High School:			Grade:
Club Affiliations:			
Briefly state your interest in cor	nservation or agric	ulture practices:	