



Florida Master Gardener Volunteer Awards of Excellence Instructions

Each county is allowed one entry per category. Although your Master Gardener Volunteer Coordinator may have been heavily involved in this effort, only the efforts of the Master Gardener Volunteers themselves are to be evaluated. Points will be deducted if it is perceived that most of the effort or submission of entry forms came from the Master Gardener Volunteer Coordinator.

Only efforts made **between August 1, 2020 and August 1, 2022** will be considered by the judges. Only new or re-certified active Florida Master Gardener Volunteers are eligible. In the event your entry does not take top honors in this category this year, we would encourage you to improve your submission and resubmit your entry again should you *repeat* or *continue* this project. If your project has won in **any** year, it **cannot be re-entered** again, despite any significant changes in format or participants.

Judges for the awards shall be appointed by the State Master Gardener Volunteer Coordinator, University of Florida. Decisions by the judges will be final.

ALL APPLICATIONS MUST BE SUBMITTED IN ELECTRONIC FORMAT IN THE FOLLOWING MANNER:

- Application form, photos, and supporting materials must all be in PDF format and packaged into one document.
- Entry Form
 - 1 form per entry
 - Typed
 - Signed by Master Gardener Volunteer Coordinator
 - Appropriate category checked
- Award Application
 - 12-point font
 - NOT to exceed 3 pages in length (must include 150-word project executive summary)
 - Supporting materials (where requested) are not included in the 3-page limit
 - No more than 8 photographs in addition to 3 pages of text

Please complete and return this entry form by **August 1, 2022** to Wendy Wilber.



Florida Master Gardener Volunteer Awards of Excellence Entry Form

ENTRIES MUST BE RECEIVED BY AUGUST 1, 2022

County		Project Name	
Project Start Date		Project End Date	
Project Master Gardener Volunteer(s)			

CATEGORY: Indicate only one category per entry form. You must assign your entry to a specific category to be considered for an award in that category. Entries are limited to the categories indicated below.

Beautification	Personal Communications
Demonstration Garden	Service to 4-H and Other Youth
Educational Materials Development	Diversity
County Displays/Exhibits	Communications
Newsletter	Outstanding Master Gardener Team
Outstanding Master Gardener	Florida-Friendly Landscaping™

Review the applicable category entry form for exceptions to the general submittal rules above.

Below completed by the County Master Gardener Volunteer Coordinator.

I approve the submittal of this project:		
Master Gardener Volunteer Coordinator Printed Name	Master Gardener Volunteer Coordinator Signature	Date

Please complete and return this entry form by **August 1, 2022** to Wendy Wilber.



Florida Master Gardener Volunteer Awards of Excellence Beautification and Enhancement

This award recognizes the Master Gardener Volunteer(s) who have made the effort to beautify and enhance their community through plantings. It is based on the creation of new plantings or modifying existing plantings which can be either exterior or interior landscapes. This beautification project should put the right plant in the right place and model UF/IFAS recommendations for watering, fertilizing, and maintenance.

See the Award of Excellence Instructions for submission rules. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Landscaping Project (30 points)
 - Explain how designs or plans for medication are both practical for the area(s) and functional. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project.
- Horticultural Accuracy (25 points)
 - Explain the correct choice of plants and materials for the area; the right plant for the right place. Please provide a plant list.
- Maintenance (15 points)
 - Explain ease and the method(s) for on-going maintenance including long-range plans with names of those responsible.
- Outcome (15 points)
 - Provide a written account with pictures (optional) of the site or area before and after completion of the project. Describe the publicity received. What was the potential impact on the community or audience as the result of these efforts?
- Learnings (10 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Beautification and Enhancement Judging Sheet

This award recognizes the Master Gardener Volunteer(s) who have made the effort to beautify and enhance their community through plantings. It is based on the creation of new plantings or modifying existing plantings which can be either exterior or interior landscapes. This beautification project should put the right plant in the right place and model UF/IFAS recommendations for watering, fertilizing, and maintenance.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardener Volunteers who participated in this project and their roles.	5		
<u>Scope of Landscaping Project</u> Purpose of the project explained. Who were the target audiences who might benefit from this project? Community partners listed. Budget provided.	30		
<u>Horticultural Accuracy</u> Plant list provided. Right plants used in the right places. Good explanation of plant choices and materials.	25		
<u>Maintenance</u> Long range plans for maintenance described. These plans should demonstrate the sustainability of the project with ongoing support.	15		
<u>Outcome</u> Narrative and photographs demonstrate the finished project. Publicity about the project demonstrated. A strong description of the impact on the community or target audiences.	15		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	10		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Demonstration Garden

This award recognizes the efforts made in the creation, maintenance, and education in Extension demonstration gardens by Master Gardener Volunteer(s). Garden planning, funding, creation, maintenance, signage, and usage of the garden are all topics that will be judged in this category. Include landscape plans, photographs (before and after are helpful), newspaper clippings, newsletters, etc. that will help to describe the demonstration garden efforts.

See the Award of Excellence Instructions for submission rules. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Demonstration Garden (30 points)
 - Describe the educational components (signage, handouts, website, etc.). Include the timeline and purpose of the garden. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project.
- Horticultural Accuracy (25 points)
 - Explain the correct choice of plants and materials for the area; the right plant for the right place. Please provide a plant list.
- Maintenance (15 points)
 - Explain ease and the method(s) for on-going maintenance including long-range plans with names of those responsible.
- Outcome (15 points)
 - Provide a written account with pictures (optional) of the site or area before and after completion of the project. Describe the publicity received. What was the potential impact on the extension audience as the result of these efforts?
- Learnings (10 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Demonstration Garden Judging Sheet

This award recognizes the efforts made in the creation, maintenance, and education in Extension demonstration gardens by Master Gardener Volunteers. Garden planning, funding, creation, maintenance, signage, and usage of the garden are all topics that will be judged in this category. Include landscape plans, photographs (before and after are helpful), newspaper clippings, newsletters, etc. that will help to describe the demonstration garden efforts.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardeners who participated in this project and their roles.	5		
<u>Scope of the demonstration garden</u> Good description of the educational components (signage, handouts, website, etc.). Timeline and purpose of the garden included. Target audiences described. Community partners listed and budget provided.	30		
<u>Horticultural Accuracy</u> Plant list provided. Right plants used in the right places. Good explanation of plant choices and materials.	25		
<u>Maintenance</u> Long range plans for maintenance described. These plans should demonstrate the sustainability of the project with ongoing support.	15		
<u>Outcome</u> Narrative and photographs demonstrate the finished project. Publicity about the project demonstrated. A strong description of the impact on the community or target audiences.	15		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	10		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Communications

This award category consists of the development of educational materials that are part of a horticultural program for the general public or other Florida Master Gardener Volunteers. This includes written, verbal, or social media. Examples include feature articles, news columns (2), radio show, video production, or social media platform.

See the Award of Excellence Instructions for submission rules. Submit an electronic copy or link of the written, verbal, or social media. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Explain the purpose of the project. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project.
- Accuracy and Clarity (20 points)
 - Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.
- Educational Value (20 points)
 - How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?
- Format, Logos, and Branding (20 points)
 - Is the graphic design well thought out and have an original design and theme? Identify standards for UF/IFAS, Florida Master Gardener Volunteer Program, and county extension programs are followed appropriately.
- Outcome (10 points)
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (5 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Communications Judging Sheet

This award category consists of the development of educational materials that are part of a horticultural program for the general public or other Florida Master Gardener Volunteers. This includes written, verbal, or social media. Examples include feature articles, news columns (2), radio show, video production, or social media platform.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardener Volunteers who participated in this project and their roles.	5		
<u>Scope of Project</u> Explained the purpose of the project. Who were the target audiences who might benefit from this project? Community projects listed. Budget provided.	20		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.	20		
<u>Educational Value</u> How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?	20		
<u>Format, Logos, and Branding</u> Is the graphic design well thought out and have an original design and theme? Identity standards for UF/IFAS, Florida Master Gardener Volunteer Program, and county extension programs are followed appropriately.	20		
<u>Outcome</u> How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Publicity described. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?	10		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	5		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Diversity and Inclusion

This award category recognizes projects that target a special public with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and other human differences. The major difference between this category and the others is the emphasis on targeting the public's demographics (e.g., age, sex, racial group membership), psychographics (e.g., likes and dislikes, values, beliefs), and preferred means of receiving information (e.g., radio, community newspaper, in a language other than English).

See the Award of Excellence Instructions for submission rules. Submit an electronic copy or link of the written, verbal, or social media. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project. Describe the problem or opportunity you faced (e.g., non-English speaking people displaced by natural disaster) and the strategies you used (e.g., targeted media, positive message, spokespersons, collaboration) to address those problems or opportunities.
- Accuracy and Clarity (20 points)
 - Project is clear and accurate, and citations provided.
- Educational Value (25 points)
 - How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?
- Outcome (20 points)
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program? Did the audience participate in any other extension programs?
- Learnings (5 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Diversity and Inclusion Judging Sheet

This award category recognizes projects that target a special public with respect to age, class, ethnicity, gender, physical and mental ability, race, sexual orientation, spiritual practice, and other human differences. The major difference between this category and the others is the emphasis on targeting the public's demographics (e.g., age, sex, racial group membership), psychographics (e.g., likes and dislikes, values, beliefs), and preferred means of receiving information (e.g., radio, community newspaper, in a language other than English).

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardeners who participated in this project and their roles.	5		
<u>Scope of Project</u> Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project. Describe the problem or opportunity you faced (e.g., non-English speaking people displaced by natural disaster) and the strategies you used (e.g., targeted media, positive message, spokespersons, collaboration) to address those problems or opportunities.	20		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided.	20		
<u>Educational Value</u> How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?	25		
<u>Outcome</u> How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program? Did the audience participate in any other extension programs?	20		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	10		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Educational Display or Exhibit Judging Sheet

This award recognizes the Master Gardener Volunteer(s) who have created or designed educational displays or exhibits. It is based on creating an awareness and educating an audience about horticultural principles or the Florida Master Gardener program.

See the Award of Excellence Instructions for submission rules. Submit an electronic copy or link of the written, verbal, or social media. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Explain the purpose of the display. Who were the target audiences who might benefit from this display? Where was the exhibit located? List community partners if applicable. Provide the budget for the project.
- Accuracy and Clarity (10 points)
 - Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.
- Educational Value (25 points)
 - How was the educational display used in the horticulture program? How many times was the display used? Was the display used in conjunction with other educational materials like brochures or websites?
- Format, Logos, and Branding (20 points)
 - Is the graphic design well thought out and have an original design and theme? Identify standards for UF/IFAS, Florida Master Gardener Volunteer Program, and county extension programs are followed appropriately.
- Outcome (10 points)
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (10 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Educational Display or Exhibit Judging Sheet

This award recognizes the Master Gardener Volunteer(s) who have created or designed educational displays or exhibits. It is based on creating an awareness and educating an audience about horticultural principles or the Florida Master Gardener program.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardeners who participated in this project and their roles.	5		
<u>Scope of Project</u> Explain the purpose of the display. Who were the target audiences who might benefit from this display? Where was the exhibit located? List community partners if applicable. Provide the budget for the project.	20		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.	10		
<u>Educational Value</u> How was the educational display used in the horticulture program? How many times was the display used? Was the display used in conjunction with other educational materials like brochures or websites?	25		
<u>Format, Logos, and Branding</u> Is the graphic design well thought out and have an original design and theme? Identity standards for UF/IFAS, Florida Master Gardener Program, and county extension programs are followed appropriately.	20		
<u>Outcome</u> How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?	10		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	10		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Educational Materials Judging Sheet

This award consists of the development of educational materials that are part of a horticultural program for the general public or other Florida Master Gardener Volunteers. This could include one or more of the following: educational brochure, fact sheet, training or workshop curriculum, educational website or content posted to existing website, educational video, gardening curriculum, webinar, or presentation.

See the Award of Excellence Instructions for submission rules. Submit an electronic copy or link of the written, verbal, or social media. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Explain the purpose of the project. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project.
- Accuracy and Clarity (20 points)
 - Project is clear and accurate, and citations provided. Citations provided. Copyright provided for pictures in the project.
- Educational Value (20 points)
 - How was the educational piece used in the horticulture program? How many times was the piece used (examples: copies distributed, website page views)?
- Format, Logos, and Branding (20 points)
 - Is the graphic design well thought out and have an original design and theme? Identify standards for UF/IFAS, Florida Master Gardener Volunteer Program, and county extension programs are followed appropriately.
- Outcome (10 points)
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (15 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Educational Materials Judging Sheet

This award consists of the development of educational materials that are part of a horticultural program for the general public or other Florida Master Gardener Volunteers. This could include one or more of the following: educational brochure, fact sheet, training or workshop curriculum, educational website or content posted to existing website, educational video, gardening curriculum, webinar, or presentation.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardeners who participated in this project and their roles.	5		
<u>Scope of Project</u> Explain the purpose of the project. Who were the target audiences who might benefit from this display? List community partners if applicable. Provide the budget for the project.	20		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.	20		
<u>Educational Value</u> How was the educational piece used in the horticulture program? How many times was the piece used? Was the display used in conjunction with other educational materials like brochures or websites?	20		
<u>Format, Logos, and Branding</u> Is the graphic design well thought out and have an original design and theme? Identity standards for UF/IFAS, Florida Master Gardener Program, and county extension programs are followed appropriately.	20		
<u>Outcome</u> How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?	10		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	15		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Florida-Friendly Landscaping™

This award recognizes the Master Gardener Volunteer(s) who have made great strides in promoting Florida-Friendly Landscaping™ in their community. Yard advisors, exhibits, demonstration gardens, and educational programs are examples of what will be judged in this category.

See the Award of Excellence Instructions for submission rules. Submit an electronic copy or link of the written, verbal, or social media. For this award application, cover the following in your 3-page narrative.

- **Summary (5 points)**
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- **Scope of Project (20 points)**
 - Explain the purpose of the project. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project.
- **Accuracy and Clarity (20 points)**
 - Project is clear and accurate, and citations provided.
- **Educational Value (25 points)**
 - How was the FFL project used in the horticulture program? How many times was the FFL project used?
- **Format, Logos, and Branding (10 points)**
 - Is the graphic design well thought out and have an original design and theme? Identify standards for UF/IFAS, Florida Master Gardener Volunteer Program, Florida-Friendly Landscaping™, and county extension programs are followed appropriately.
- **Outcome (15 points)**
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- **Learnings (15 points)**
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Florida-Friendly Landscaping™ Judging Sheet

This award recognizes the Master Gardener Volunteer(s) who have made great strides in promoting Florida-Friendly Landscaping™ in their community. Yard advisors, exhibits, demonstration gardens, and educational programs are examples of what will be judged in this category.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardeners who participated in this project and their roles.	5		
<u>Scope of the Project</u> Good description of the educational components (signage, handouts, website, etc.). Timeline and purpose of the garden included. Target audiences described. Community partners listed and budget provided.	20		
<u>Accuracy and Clarity</u> The project description is clear and accurate, and citations are provided.	20		
<u>Educational Value</u> FFL project related to the current local issues. The program reached the intended audience and has long range/long term impacts.	25		
<u>Format, logos and Branding</u> Identity standards for UF/IFAS, Florida Master Gardener Program, Florida-Friendly Landscaping™, and county extension programs were followed appropriately.	10		
<u>Outcome</u> Number of people reached described. Publicity about the project demonstrated. A strong description the distribution of the project. And a description of the project evaluation and of the impact on the community or target audiences.	15		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	5		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Newsletter

This award recognizes the Master Gardener Volunteer(s) who have created print or electronic newsletters.

See the Award of Excellence Instructions for submission rules. Submit two issues either as an electronic copy or link. Submitted issues must be published between August 1, 2020 to August 1, 2022. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Explain the purpose of the newsletter. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project. Indicate the number of newsletters distributed and how often.
- Accuracy and Clarity (20 points)
 - Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.
- Educational Value (20 points)
 - How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?
- Format, Logos, and Branding (20 points)
 - Is the graphic design well thought out and have an original design and theme? Identify standards for UF/IFAS, Florida Master Gardener Volunteer Program, and county extension programs are followed appropriately.
- Outcome (10 points)
 - How many people participated in the project and what were their duties? Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (5 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Newsletter Judging Sheet

This award recognizes the Master Gardener Volunteer(s) who have created print or electronic newsletters.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardener Volunteers who participated in this project and their roles.	5		
<u>Scope of Project</u> Explained the purpose of the newsletter. Who were the target audiences who might benefit from this project? Community projects listed. Budget provided. Distribution indicated	20		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided. Copyright provided for pictures in the project.	20		
<u>Educational Value</u> How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?	20		
<u>Format, Logos, and Branding</u> Is the graphic design well thought out and have an original design and theme? Identity standards for UF/IFAS, Florida Master Gardener Program, and county extension programs are followed appropriately.	20		
<u>Outcome</u> How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Publicity described. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?	10		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	5		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence 4-H and/or Other Youth

This award category consists of outstanding contribution to 4-H and/or other youth in the area of horticulture. These may be carried out at the Extension Office, schoolyards, backyard plots, or community-owned properties. Examples of service to be recognized are: 4-H horticulture leader, coach of youth horticulture judging team, organizer of youth community garden project, developer of youth horticultural therapy special education project, and author of youth horticulture literature.

See the Award of Excellence Instructions for submission rules. For this award application, cover the following in your 3-page narrative.

- Summary (5 points)
 - A descriptive summary of your project. Your application will NOT be judged without this summary included.
 - Provide a list of all Master Gardener Volunteers who participated in this project and their roles.
- Scope of Project (20 points)
 - Explain the purpose of the project. Who were the target audiences who might benefit from this project? List community partners if applicable. Provide the budget for the project. Explain the major benefits to 4-H and/or other youth.
- Accuracy and Clarity (20 points)
 - Project is clear and accurate, and citations provided.
- Educational Value (25 points)
 - How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?
- Outcome (20 points)
 - How many people participated in the project and what were their duties? Provide a written account with pictures (optional). Describe the publicity received. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (5 points)
 - Describe any challenges you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence 4-H and/or Other Youth Judging Sheet

This award category consists of outstanding contribution to 4-H and/or other youth in the area of horticulture. These may be carried out at the Extension Office, schoolyards, backyard plots, or community-owned properties. Examples of service to be recognized are: 4-H horticulture leader, coach of youth horticulture judging team, organizer of youth community garden project, developer of youth horticultural therapy special education project, and author of youth horticulture literature.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of project. List provided of all Master Gardener Volunteers who participated in this project and their roles.	5		
<u>Accuracy and Clarity</u> Project is clear and accurate, and citations provided.	20		
<u>Scope of Project</u> Purpose of the project explained. Who were the target audiences who might benefit from this project? Community partners listed. Budget provided. Major benefits to 4-H and/or other youth explained.	20		
<u>Educational Value</u> How was the educational message used in the horticulture program? How many times was the educational message used (examples: copies distributed, website page views)?	25		
<u>Outcome</u> How many people participated in the project and what were their duties? Written account with pictures provided. Publicity described. How was the project distributed? What was the potential impact on the community or audience? How did you evaluate this program?	20		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the project again.	10		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Personal Communication

This award consists of telephone and email activity by Master Gardener Volunteers that are responsive in nature. The responses given are to horticultural questions received at the Master Gardener Volunteer helpdesk or hotline.

To be evaluated, the applicant will be called by one of the judges and asked to respond to a horticulture question(s). The applicant will be asked to provide a follow up email in response to a horticulture question(s).

In order to be eligible, fill out the entry form and provide the information requested below. You will be assigned a time/date for the call and/or email. If the judge calls you at the date/time assigned and you cannot be located, you will be disqualified. By entering this category, you agree to have your conversation with the judge recorded. It will be erased after the judging process is completed.

For this award application, provide the following.

- Master Gardener Volunteer name
- Extension office phone number
- Helpdesk email
- Day of the week and time preferred to receive calls or respond to email
- How often does this Master Gardener Volunteer work on the MGV helpdesk? (1x per week, 2x per month)
- How many calls per hour does this Master Gardener Volunteer generally receive?
- How many emails per shift does this Master Gardener Volunteer respond to?
- How many years has this Master Gardener Volunteer worked at the MGV helpdesk?

Entries in this category will be judged on:

- Information clear and easy to understand (40 points)
- Accuracy of information (40 points)
- Follow up (10 points)
- Style and ease (10 points)



Florida Master Gardener Volunteer Awards of Excellence Personal Communication Judging Sheet

This award consists of telephone and email activity by Master Gardener Volunteers that are responsive in nature. The responses given are to horticultural questions received at the Master Gardener Volunteer helpdesk or hotline.

To be evaluated, the applicant will be called by one of the judges and asked to respond to a horticulture question(s). The applicant will be asked to provide a follow up email in response to a horticulture question(s).

Entries in this category will be judged on:

- Information clear and easy to understand (40 points)
- Accuracy of information (40 points)
- Follow up (10 points)
- Style and ease (10 points)



Florida Master Gardener Volunteer Awards of Excellence Outstanding Master Gardener Volunteer Judging Sheet

This award recognizes the **individual** Master Gardener Volunteer who has made outstanding efforts in several projects/activities while being a Florida Master Gardener Volunteer. Total effort is judged collectively over a number of projects. Therefore, degree of involvement, evaluation, and educational impact are very important in this category.

If you apply for this award, you cannot compete in any of the other award categories as an individual. However, if you are a part of a group or team from your county, you can compete in another award category. Remember this award is just like the other awards in that it **only** applies to the activities/projects that you have been involved in during the time period of August 1, 2020 to August 1, 2022.

See the Award of Excellence Instructions for submission rules. For this award application, cover the following in your 3-page narrative.

- Summary (10 points)
 - A descriptive summary of your participation and projects with your county Master Gardener Volunteer program. Provide the length of time with the Master Gardener Volunteer program and the number of hours served. Your application will NOT be judged without this summary included.
- Projects, Roles, and Leadership Activities (30 points)
 - Give a brief description/explanation of the projects and activities and how you have been involved.
- Educational Impact (30 points)
 - What was the educational impact of the projects that you were involved with (ex. Change in attitude or practice due to your efforts, number of people reached, benefits to clients, etc.)?
- Extension Impact (15 points)
 - What impact has the Master Gardener Volunteer had on the extension office and community? Provide a written account with pictures (optional). Describe any publicity received. How were the projects distributed? What was the potential impact on the community or audience?
- Learnings (15 points)
 - Describe any challenges encountered over the Master Gardener Volunteer's career and how the challenges were overcome?



Florida Master Gardener Volunteer Awards of Excellence Outstanding Master Gardener Volunteer Judging Sheet

This award recognizes the **individual** Master Gardener Volunteer who has made outstanding efforts in several projects/activities while being a Florida Master Gardener Volunteer. Total effort is judged collectively over a number of projects. Therefore, degree of involvement, evaluation, and educational impact are very important in this category.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of the MGJV projects. Length of time with MG program, number of hours served.	10		
<u>Projects, roles and leadership activities</u> Impactful projects, active roles in the MGJV program, and leadership activities with wide reaching effects.	25		
<u>Educational Impacts</u> Projects and activities educational impacts reached a wide audience and benefited extension clientele	25		
<u>Extension Impacts</u> Impactful extension work in the community that benefited the clientele. Change in attitude or practices due to the efforts of the MGJV's. Publicity received documented	25		
<u>Learnings</u> Challenges described that demonstrate growth in the Master Gardener Volunteer career.	15		
Total Points	100		



Florida Master Gardener Volunteer Awards of Excellence Outstanding Master Gardener Team Judging Sheet

This award recognizes the **team** of Master Gardeners who foster cooperation, collaboration, and open communication to achieve a specific goal in the Master Gardener horticulture program and/or the gardening community. These teams should exhibit one or more of the following:

- Work effectively as part of a team to accomplish a task or meet a goal
- Create a team environment that promotes communication, trust, cooperation, and respect for differences
- Contribute to a group effort which has significant impact on Master Gardener program goals
- Builds collaborative relationships across different groups to define and solve problems and achieve specific goals.

Teams are, in general, more than one but fewer than twelve people. Teams can work in the community, at the extension office, or in an advisory committee role. Examples of teams include advisory committees, officer teams, and demonstration garden teams.

See the Award of Excellence Instructions for submission rules. For this award application, cover the following in your 3-page narrative.

- Summary (10 points)
 - A descriptive summary of your team project. Your application will NOT be judged without this summary included.
- Scope of Team Project (25 points)
 - Explain the purpose of the project. Who were the target audiences who might benefit from this project? List collaborative partners. Provide the budget for the project. How was the project made better with effective teamwork?
- Teamwork (25 points)
 - Describe communication and organization strategies of your team.
- Outcome (25 points)
 - How many people participated in the team and what were their duties? Provide a written account with pictures (optional) of team project success. Describe the publicity received. How was the project made better by teamwork? What was the potential impact on the community or audience? How did you evaluate this program?
- Learnings (15 points)
 - Describe any challenges encountered you encountered or things you might change if you were to do the project again.



Florida Master Gardener Volunteer Awards of Excellence Outstanding Master Gardener Team Judging Sheet

This award recognizes the **team** of Master Gardeners who foster cooperation, collaboration, and open communication to achieve a specific goal in the Master Gardener horticulture program and/or the gardening community. These teams should exhibit one or more of the following:

- Work effectively as part of a team to accomplish a task or meet a goal
- Create a team environment that promotes communication, trust, cooperation, and respect for differences
- Contribute to a group effort which has significant impact on Master Gardener program goals
- Builds collaborative relationships across different groups to define and solve problems and achieve specific goals.

Teams are, in general, more than one but fewer than twelve people. Teams can work in the community, at the extension office, or in an advisory committee role.

County:	Project Name:		
Category	Possible Points	Points Awarded	Notes from Judge
<u>Summary</u> Descriptive summary of the team project. List provided of all Master Gardeners who participated in this project and their roles.	10		
<u>Scope of the Team Project</u> Good Explanation of the purpose of the project. Target audiences described. Community partners listed and budget provided	25		
<u>Teamwork</u> Description of communication and organizational strategies of the team provided. Description of effect teamwork	25		
<u>Outcome</u> Narrative and photographs if applicable that demonstrates the finished team project. Publicity about the project demonstrated. A strong description of the impact on the community or target audiences by the team.	25		
<u>Learnings</u> Describe any challenges you encountered or things you might change if you were to do the team project again.	15		
Total Points	100		