



---

## 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 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)