



Florida Master Gardener Awards of Excellence Instructions

Each county is allowed one entry per category. Although your Master Gardener Coordinator may have been heavily involved in this effort, only the efforts of the Master Gardeners 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 Coordinator.

Only efforts made **between August 1, 2013 and August 1, 2015** will be considered by the judges. Only new or re-certified active Florida Master Gardeners 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 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 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, 2015** to Wendy Wilber.



Florida Master Gardener Awards of Excellence Entry Form

ENTRIES MUST BE RECEIVED BY AUGUST 1, 2015.

County	Sumter	Project Name	Pruning Shrubs, Hedges and Trees
Project Start Date	January 2015	Project End Date	February 2015
Project Master Gardener(s)	Howard Johnson		

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.

<input type="checkbox"/>	Beautification	<input type="checkbox"/>	Personal Communications
<input type="checkbox"/>	Demonstration Garden	<input type="checkbox"/>	Service to 4-H and Other Youth
<input checked="" type="checkbox"/>	Educational Materials Development	<input type="checkbox"/>	Diversity
<input type="checkbox"/>	County Displays/Exhibits	<input type="checkbox"/>	Communications
<input type="checkbox"/>	Newsletter	<input type="checkbox"/>	Outstanding Master Gardener Team
<input type="checkbox"/>	Outstanding Master Gardener**	<input type="checkbox"/>	

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

Below completed by the County Master Gardener

I approve the submittal of this project: Pruning Shrubs, Hedges and Trees		
Jim E. Davis		July 31, 2015
Master Gardener Coordinator Printed Name	Master Gardener Coordinator Signature	Date

Please complete and return this entry form in PDF form by **August 1, 2015** to Wendy Wilber.



Florida Master Gardener Awards of Excellence Educational Materials

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 Gardeners. 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 brochures, curricula, presentations, videos, webinars, and/or websites. 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 Gardeners 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, accurate, and original. 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 educational 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? Identity standards for UF/IFAS, Florida Master Gardener 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
Awards of Excellence
Educational Materials**

Summary

The presentation “Pruning Shrubs, Hedges and Trees” was developed by Sumter County Master Gardener Howie Johnson to inform area residents about:

- Types of pruning tools and their proper use
- Horticultural Zone 9A temperature variations and impact on pruning
- Pruning techniques for a variety of common landscape plant types

Scope of Project

Many residents in our County have relocated from areas outside Florida. They are eager to understand why and how proper residential landscape maintenance in Florida may differ from their prior state/ Horticultural Zone. Those who expected a “low maintenance landscape” quickly realize our long growing season allows many landscape plantings to expand well beyond their intended size and space. This presentation was developed to educate those residents’ tools, timing and techniques of pruning.

There was no budget for this project as facilities for resident meetings and presentations are provided free of charge.

Outcome

This project was presented to area residents on three separate occasions:

<u>Location</u>	<u>Attendance</u>
Savannah Center	218
Sea Breeze Recreation Center	95
Eisenhower Recreation Center	103

This project was evaluated by two methods: Questions asked during the session allowed residents to address both general and specific pruning issues. Tools and techniques topics produced the fewest number of questions, indicating general understanding. Most questions dealt with proper pruning of specific plant types, especially palms.

Following the presentation, many participants were informally surveyed on the clarity of the presentation and general understanding of the material. All provided very positive comments.

Learning

Several audience questions from the initial (Savannah) presentation were included in subsequent presentations. This expanded the list of plant types noted in the “When to Prune” section.