



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, 2022 and August 1, 2024** will be considered by the judges. Only new or re-certified active Florida Master Gardener Volunteer 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 23, 2024** to Wendy Wilber.



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 and 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		