



2009 Award Nomination Packet



Conservation District Employee and CDEA-NH Employee Choice Award

Sponsor: The Conservation District Employees Association of New Hampshire (CDEA-NH) was created in 1997. Its mission is to strengthen and promote the conservation districts in New Hampshire by providing a system of resources and communication whereby district professionals may more effectively exchange information and ideas.

Purpose of the Awards: The **Conservation District Employee Award** and the **CDEA-NH Employee Choice Award** are presented every twelve months or more to recognize professionalism and dedication in the people behind NHs conservation programs.

Eligibility: A nominee for the **Conservation District Employee Award** shall be a full or part time district employee. A nominee for the **CDEA-NH Employees Choice Award** may be an individual or group who is doing an outstanding job in making the district employee's job easier on a statewide basis, helps obtain goals of NHACD and assists in expanding employee professional development. A recipient may be recognized more than once. See full criteria for both awards.

Nomination Process: Nominations for the **Conservation District Employee Award** shall be a full or part time district employee. The award recipient will automatically become a nominee for the regional level award. Nominations for the **CDEA-NH Employees Choice Award** must be made through an employee member of CDEA. The nominee must not be a conservation district employee. All material submitted becomes the property of CDEA-NH. Decisions of the judging committee are final and not subject to appeal.

Nomination Deadlines: Nominations must be received by the Judging Committee chair no later than March 15.

Presentation of Awards: The awards will be presented at the CDEA-NH annual meeting.

Note to Judging Committee: One copy of the nomination packet and the maximum two-page additional narrative should be provided to the chair of the judging committee. Copies of only pages 3 and 4 of the nomination packet and the maximum two-page additional narrative will then be provided to each member of the committee for scoring. The scoring criteria is provided at the bottom of page 2.



Note to Judging Committee Chair: It is suggested that the chair review all applications to insure that eligibility criteria are met. Copies of only pages 3 and 4 of the nomination packet and the maximum two-page additional narrative should be provided to each member of the committee. Each nominee should be assigned a code number, which should be placed on each of the individual pages. The intention is to eliminate gender, position, and geographic bias. Therefore, any such reference in the narrative should be avoided or marked out. The scoring criteria is provided below. The committee will attempt to eliminate personal bias by utilizing judges with no personal association to any of the nominees.

Judging Committee Code _____

Nomination Information

_____ Employee Is Nominee a Member of CDEA-NH? Yes No _____ Board Member

Name of Nominee: _____ Entry Date: _____

Nominee's Title: _____ Years in Position: _____

Conservation District Name and Address: _____

_____ Phone: _____

Name and Address of Nominator: _____

_____ Phone: _____

Association of Nominator to Nominee: _____

Scoring Criteria: Nominee's program accomplishments must apply to current and ongoing programs and for which activities must have begun under their leadership. Nominees will be scored on the following considerations:

- 20% Contribution to professionalism as a conservation district employee or official (Question 1)
- 20% Dedication to the strengthening and development of conservation districts (Question 2)
- 20% Initiative, innovation and resourcefulness (Question 3)
- 18% Active member/involvement with the state, regional and national employees associations (Question 4)
- 12% Overall leadership in natural resource conservation
- 10% Overall effort extending beyond the local conservation district

Completing the Nomination Packet: Type-written entries are preferred. In addition to the four-page Nomination Packet, entries may also include an additional narrative addressing the specific questions from the nomination packet. The additional narrative IS NOT TO EXCEED two (2) one-sided pages typed and double-spaced. Narratives should be clear, concise and to the point.

Judging Committee Code _____

1. Cite how the nominee is contributing to the promotion of professionalism as a district employee, official, individual or group at the local, state, regional and national levels. *Please refer to the individual as “applicant” or “nominee” not by their name or he/she.*

2. List current examples that reveal how nominee excels within their job description, demonstrates leadership in the field of conservation, and exemplifies true dedication to natural resource conservation and conservation district development. *Please refer to the individual as “applicant” or “nominee” not by their name or he/she.*

| Judging Committee Code _____

3. Cite nominee's initiative, innovation and resourcefulness. *Please refer to the individual as "applicant" or "nominee" not by their name or he/she.*

4. Outline the nominee's involvement with the state, regional and national employee associations. *Please refer to the individual as "applicant" or "nominee" not by their name or he/she.*