



# 2024 Chi Epsilon Sigma Chapter Awards



College of Agriculture,  
Food and Environment  
Cooperative Extension Service

## How to nominate a Chi Epsilon Sigma Member:

- Fill out the form and choose an award category on the following page. (Award categories with descriptions are attached)
- Complete the nomination form. Submit it along with supporting documents (if required) and a photo of the nominee to [showard@uky.edu](mailto:showard@uky.edu).
- Nominations are due by **March 5, 2024**.

## Who may be nominated?

- Any current Chi Epsilon Sigma member is eligible. There may be other eligibility requirements depending on the award category which is listed in the award descriptions.
- Only one person may be nominated per nomination form (no team nominations).
- Previous winners may be nominated; however, no award can be won in consecutive years.

## Who may nominate a Chi Epsilon Sigma member?

- Any staff member, agent, or employee of the University of Kentucky Cooperative Extension Service.
- Self-nominations are encouraged.
- Multiple people may work together to nominate the same CHIES member.
- The same nominator may nominate more than one staff member, but not on the same form.

## How are winners selected?

- Executive Board Members from The Extension & Research Support Staff Association and our Chi Epsilon Sigma Sister Chapters (Ohio State, Arkansas, and Louisiana) will be asked to judge the awards.
  - If the Awards Committee is unable to secure judges from those organizations, UK Extension Agents will be asked. *Agents will not judge nominees from their county.*
- The judges will select a first, second, and third-place winner in each category. The first-place winner in the Distinguished Service, New Achievers, Digital Communications, Print Media, Outstanding Program , Good Friend, and Jovial categories will receive \$50. All winners will be recognized and presented with a certificate and/or award.
- The winners will be recognized at the Annual Chi Epsilon Sigma meeting in April.

If you have questions, contact Stephanie Howard [showard@uky.edu](mailto:showard@uky.edu) OR Lisa Casteel  
[Lisa.Casteel@uky.edu](mailto:Lisa.Casteel@uky.edu)



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## 2024 Chi Epsilon Sigma Chapter Awards Nomination Form

Nominee Name: \_\_\_\_\_

Nominee Title: \_\_\_\_\_

Nominee County/Area: \_\_\_\_\_

Nominator(s): \_\_\_\_\_

Nominator email address(es): \_\_\_\_\_

Nominator phone number(s): \_\_\_\_\_

### Choose an award category:

- |   |  |
|---|--|
| <input type="checkbox"/> Distinguished Service  | To recognize a member who has shown distinguished service during the previous calendar year and has worked for CES <b>more</b> than 5 years.   |
| <input type="checkbox"/> New Achiever           | To recognize a member who has shown distinguished service during the previous calendar year and has worked for CES <b>less</b> than 5 years.   |
| <input type="checkbox"/> Print Media            | To recognize a member for an excellent newsletter, flyer, brochure, report, or any type of printed media during the previous calendar year.  |
| <input type="checkbox"/> Digital Communications | To recognize a member for an excellent social media post, website design, email template, online survey, or any type of digital media/communications during the previous calendar year.  |
| <input type="checkbox"/> Outstanding Program    | To recognize a member for an outstanding program during the previous calendar year.  |
| <input type="checkbox"/> Good Friend            | To recognize a member who always goes above and beyond their job description. Someone that is helping others in the office – whether it is the client or co-workers. To recognize an individual who always works for the greater good. |
| <input type="checkbox"/> Jovial                 | To recognize a member who always comes to work with a smile and who keeps the office cheerful. To recognize someone who is the life of the party, who makes a joke at the right time to relieve tension.                               |

*The next pages are divided by the award categories.  
ONLY COMPLETE THE PAGE FOR THE CATEGORY YOU ARE NOMINATING.*



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## Distinguished Service

1. How long has the nominee worked for CES?
2. Explain in a few words why you want to honor the nominee for this category. Use examples such as knowledge of Extension policies and procedures, service to clientele, organization skills, etc.
3. Describe how the nominee demonstrates excellence in this category. Use examples of the nominee showing qualities such as initiative, creativity, helpful attitude, kindness, etc.
4. Tell us how the nominee strives to provide distinguished service. Examples could include seeking personal and/or professional growth, willingness to learn and adapt to new things, cooperative with other staff, etc.
5. Do you have any additional comments?



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## New Achiever

1. How long has the nominee worked for CES?
2. Explain in a few words why you want to honor the nominee for this category. Use examples such as understanding Extension policies and procedures, service to clientele, organization skills, etc.
3. Describe how the nominee demonstrates excellence in this category. Use examples of the nominee showing qualities such as initiative, creativity, helpful attitude, kindness, etc.
4. Tell us how the nominee strives to do well in their position. Examples could include seeking personal and/or professional growth, willingness to learn and adapt to new things, cooperative with other staff, seeking information to learn the many aspects of Extension, etc.
5. Do you have any additional comments?



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## Print Media

1. Please provide a sample of the media this nomination is based on. If you are emailing this nomination, attach the document. If you are mailing this nomination, included a printed copy.
2. Does this document follow proper Extension guidelines (logo placement, non-discrimination statement, agent signature, photo licensing, etc.)? Please provide example(s).
3. Explain in a few words how this particular print media has the following components:
  - Readability: Are grammar, punctuation, and spelling correct and consistent?
  - Appearance: Are open spaces, margins, paragraphs, etc. used effectively? Is the layout clean and pleasing to the eye? Is the font easy to read and appropriate size(s)?
  - Graphics: Do illustrations support the text? Are the graphics arranged appropriately on the page?
4. Describe how the nominee demonstrates excellence in this category. Use examples such as creativity, consistency, utilization of resources, adhering to guidelines, etc.
5. Do you have any additional comments?



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## Digital Communications

1. Please provide a sample of the media this nomination is based on. If you are emailing this nomination, attach the document. If you are mailing this nomination, included a printed copy.
2. Does this document follow proper Extension guidelines (logo placement, non-discrimination statement, agent signature, photo licensing, etc.)? Please provide example(s).
3. Explain in a few words how this particular digital media has the following components:
  - Readability: Are grammar, punctuation, and spelling correct and consistent?
  - Appearance: Are open spaces, margins, paragraphs, etc. used effectively? Is the layout clean and pleasing to the eye? Is the font easy to read and appropriate size(s)?
  - Graphics: Do illustrations support the text? Are the graphics arranged appropriately on the page?
4. Describe how the nominee demonstrates excellence in this category. Use examples such as creativity, consistency, utilization of resources, adhering to guidelines, etc.
5. Do you have any additional comments?



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## Outstanding Program

1. Explain the program with details such as:
  - Was the program requested or the nominee's own idea?
  - What is the purpose of this program?
  - Who is the target audience of this program?
  
2. Describe how the nominee demonstrates excellence with this program. Use information such as the success of the program based on evaluations, how many people were reached, how the program was advertised, etc.
  
3. Share, if any, remarkable quotes from participants.
  
4. Do you have any additional comments?





