

Tillamook County Master Gardener's Association Procedures

2.4

Subject: AWARDS COMMITTEE

Purpose: To oversee process for annual TCMGA awards

See also: Policy 1.9, Awards
Procedure 2.3, Awards Banquet
Policy 1.4, Scholarships

TCMGA holds an annual Awards Banquet each year in late November or early December. The current class of Apprentices is presented with badges and certificates, membership recognition awards are announced, and Certificates of Appreciation to community members and business are presented.

Recognition Awards: Each year, TCMGA presents the following awards to members:

- Master Gardener of the Year,
- Early Bloomer,
- Learning Gardener of the Year
- Behind the Scenes
- Certificates of Appreciation
- Golden Trowel

Award Descriptions:

- Master Gardener of the Year recognizes a “Hardy Perennial” who shows outstanding dedication and service to the Tillamook County Master Gardener Association and who has not received this award in the past. The name of the winner along with a description of his/her activities is sent to OMGA and he/she is recognized at OMGA’s Growing Gardeners
- Early Bloomer of the Year recognizes a member of the current class who shows outstanding dedication and service to the Tillamook County Master Gardener Association and has completed the required service hours.
- Learning Gardener of the Year Award recognizes a TCMGA member for outstanding dedication to the support and maintenance of the Tillamook County Master Gardener Learning Garden, the lab section of the Tillamook Master Gardener Program.
- Behind the Scenes Master Gardener of the Year Award recognizes a TCMGA Master Gardener who works quietly and unselfishly behind the scenes to further the OSU Master Gardener Program in Tillamook County. This is not a person who is out in front working on projects so that everyone

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knows his/her contribution.

- Golden Trowel Award: This award is determined by the President to recognize the person for whom the President could not do without
- Certificates of Appreciation are awarded to members of the community (non-Master Gardeners) for outstanding support of the Tillamook County Master Gardeners.

Award Scholarships: The TCMGA “Master Garden of the Year”, “Early Bloomer,” “Learning Gardener of the Year” and “Behind the Scenes” awardees will each receive a scholarship toward registration, room and board expenses at the Oregon Master Garden Association (OMGA) educational event known as Mini College; and/or for registration, room and board expenses at the International Master Gardener Conference (IMGC). The awardee may use the funds to attend one or more events. Any funds not used will revert to the treasury. See Policy 1.4, Scholarships for more information.

Eligibility for Awards: All current members in good standing (with dues paid) of the Tillamook County Master Gardeners Association are eligible for the above awards.

Responsibilities: The Award Committee will solicit nominations and will make the final decision on all awards except the Golden Trowel. The President will choose the Golden Trowel awardee.

Task 1 The President shall appoint an Awards Committee comprised of three previous Master Gardener(s) of the Year. Nominees for any award are disqualified from serving on the Awards Committee if they have a conflict of interest. If one of the committee members is nominated for an award, that member will drop off and another previous Master Gardener of the Year will be appointed. One member will be designated chair.

Task 2 The Awards Committee prepares and Prints Nomination Forms. Forms are maintained by the Extension Office and should be reviewed by the committee and updated where appropriate. The forms packet includes letter of introduction from the agent, a list of past Master Gardeners of the Year award winners, and candidate nomination forms for Master Gardener of the Year, Early Bloomer, Learning Gardener of the Year, Behind the Scenes Gardener and Certificate of Appreciation recipients.

Task 3 The Awards Committee mails nomination forms to all members by October 10, with return date of October 31 and coordinates with the Banquet Committee Chair so that banquet meal reservation slips can be included with the nomination form mailing.

Task 4 The Awards Committee members will review the nominations and make the final decision as to winners.

Task 5 Recipients’ names will be given to the Extension Office Staff who will prepare the certificates. The Committee Chair and the Agent will collect the previous year’s plaques from award winners by the end of October. The Committee Chair shall ensure that the plaques are delivered to Diamond Art Jewelers in Tillamook by early November. The

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Committee Chair will ensure that the completed plaques are delivered to the banquet, with current awardee's name concealed. The bill for the plaques will be presented to the Treasurer and the cost passed on to the Banquet Committee Chair so the amount can be included in the budget for the next year's banquet.

Task 6 The President plans the program for the Awards Banquet along with the Extension Agent and acts as Master of Ceremonies. See following sample Awards Banquet Script and programs from previous years. Program needs to include:

- Presentation of badges to apprentices
- Recognition of mentors
- Recognition of officers for this year
- Installation of officers for next year
- Presentation of Certificates to TCMGA members who have recertified
- Recognize those receiving Certificates of Appreciation
- Recognition of Garden Tour hosts when appropriate

Previous award recipients OR members of the Awards Committee will present the following awards:

- Learning Gardener of the Year Award
- Early Bloomer Award
- Behind the Scenes Master Gardener of the Year Award
- Master Gardener of the Year Award

The President may present the Golden Trowel Award.

If the President does NOT serve on the Awards Committee, the President will not know the names of awardees.

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Sample Awards Banquet Script

Before Dinner:

- Acknowledgements
 - Banquet Organizers (TCMGA Banquet Committee)
 - Hosting Facility Staff
 - Musicians (if applicable)
 - Honored Guests (introduce individually later in the program)
- Inspirational Thought or Quote

Dinner

After Dinner:

- Certificates of Appreciation Presentations.
 - Introduce each person or business whether present or not and note a few comments about how they supported TCMGA through the year
- Recognize Mentors – (Mentor Chairman)
- Recognize Apprentice Class – (Agent, Class Assistant, Mentors). Apprentices are presented with their certificates and badges.
- Recognize Re-Certified Master Gardeners – (Agent, Class Assistant, 1-2 helpers)
- Recognize Current Year Officers and Board
- Recognize Standing Committee Chairs
 - Learning Garden
 - The Thymes Newsletter Editor
 - The Tiller Newsletter Editor
- Recognize Committee Chairs
 - Audit
 - Awards
 - Awards Banquet
 - Budget
 - Communications/Webmaster
 - Community Pruning Day
 - Garden Tour (in even numbered years)
 - North County Farmers Market
 - Pacific City Farmers Market
 - Tillamook Farmers Market
 - Hospitality
 - Picnic
 - Photo Contest
 - Plant Sale
 - Projects
 - Publicity
 - Volunteer Coordinator
- Recognize Incoming Officers
 - President
 - Past President
 - Vice President
 - Recording Secretary
 - Corresponding Secretary
 - Treasurer
 - Historian

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- OMGA Representative
- OMGA Alternate Representative
- Volunteer Coordinator
- Education Coordinator
- Awards presented by previous recipients or members of the Awards Committee
 - Each specific award should be described and the criteria for earning the award should be given. For each award recipient, details should be mentioned as to what this person performed or accomplished to achieve the award. Note also that in addition to the plaque and certificate, recipients of the Early Bloomer, Learning Gardener of the Year, Master Gardener of the Year and Behind the Scenes will receive a scholarship to Mini-College. Awards are presented in the following sequence.
 - Early Bloomer
 - Learning Gardener of the Year
 - Behind the Scenes
 - Master Gardener of the Year
- Golden Trowel Award presented by President

Evening concluded with a thank you to all who attended.