



**NASCOE**

# ***Awards/Scholarships***

## ***Programs***

***Booklet of Information & Instruction  
(Revised September 26, 2011)***

***Distinguished Service Awards***

***Professional Improvement Awards***

***NASCOE Scholarship***

***NASCOE Members Continuing Education Scholarship Program***

***Sick Leave***

***Extra Mile Award***

***First Timers Award***

***I. DISTINGUISHED SERVICE:***

This Program encourages recognition of NASCOE members who make outstanding contributions in the Areas of: NASCOE; FSA-Agriculture; or Community Service. Nominations for these awards are competitive. Area winners are selected from winning State entries and the National winner in each category is selected from Area winner. NASCOE members may nominate another member serving under a permanent appointment. The time schedule contained in this booklet must be followed.

***II. PROFESSIONAL IMPROVEMENT:***

Persons nominated who meet requirements will be recognized for taking advantage of educational opportunities available to them. Any NASCOE member may submit an application or nominate another member. There is no time schedule for these awards. They can be submitted any time throughout the year for an employee serving under a permanent appointment.

***III. SCHOLARSHIP:***

This award may only be used to defray expenses for a student at an accredited school. Applicants must be a NASCOE member, member's spouse, member's child, or member's legal dependent. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or since becoming a permanent FSA County Office Employee. The evaluation criteria are based on ability, incentive assistance, and other personal characteristics. Nominations for Scholarships are competitive. Area winners are selected from State entries. The National winner is selected from Area winners. The time schedule contained in this booklet must be followed.

***IV. NASCOE Members Continuing Education Scholarship Program***  
*(6<sup>th</sup> Amendment: Updated September 26, 2010):*

This award must be used to defray expenses incidental to the member's attendance for the adult education courses. Applicants must be a NASCOE member. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or since becoming a permanent FSA County Office Employee. The evaluation criteria are based on ASCS/FSA experience, courses attending or currently enrolled to attend, and a short essay explaining how this continuing education will further their career within FSA. Nominations for the NASCOE Members Continuing Education Scholarship Program are competitive. Each NASCOE Area judging committee will select the Area winner. The time schedule contained in this booklet must be followed.

**V.                   *SICK LEAVE:***

Certificates are awarded at the State level for hours of sick leave accumulated. Plaques are awarded to permanent employees who are NASCOE members accruing a large number of sick leave hours.

**VI.                   EXTRA MILE AWARD**

This program will be utilized to recognize NASCOE members and their children that go the Extra Mile in their community, their church, their jobs, and in their schools. The program is designed to recognize members and their children for specific contributions by the nominee. Nominations for these awards are not competitive. Nominations may be made at anytime during the year, there are no deadlines.

**VII.                  FIRST TIMERS AWARD**

This program is designed to give members that are attending their First National Convention an avenue to meet other NASCOE members. The program also allows those that have attended prior conventions to opportunity to meet and welcome those First Timers to the convention and the activities during the convention.

**THIS BOOKLET IS INTENDED TO PROVIDE INFORMATION AND GUIDELINES FOR THE *NASCOE* AWARDS PROGRAM. THESE PROGRAMS DO NOT REPLACE, ALTER OR CIRCUMVENT THE EXISTING FSA TRAINING OR AWARDS PROGRAMS. *NASCOE'S* RECOGNITION PROGRAM IS IN ADDITION TO THE FSA PROGRAMS. IF YOU HAVE ANY QUESTIONS ABOUT ANY OR ALL OF THESE PROGRAMS, CONSULT YOUR STATE, AREA, OR NATIONAL CHAIRPERSON.**

## ***I. DISTINGUISHED SERVICE AWARDS (DSAs)***

### **WHO MAY NOMINATE?**

Any member of the Association may make a nomination. Officers of State Associations should submit qualified applicants when deemed necessary.

### **WHO MUST CERTIFY?**

A State approving official of the State Association (which may be the State Awards Chairperson) is **REQUIRED** to certify to the eligibility of the person being nominated.

### **WHO IS ELIGIBLE?**

Only members of the association who are in good standing, who are serving under a permanent appointment, or who have voluntarily retired during the current year are eligible to receive these awards. Only members of a State Association which is affiliated with the National association can be considered eligible at the Area and National levels.

### **WHO IS INELIGIBLE?**

No National Officer, Executive committee person or alternate, National committee chairperson, nor Area Awards committee members are eligible for consideration for a Distinguished Service Award at the Area or National level while serving in any of these capacities.

The NASCOE President, the Secretary, and the Treasurer will be given a "Service to NASCOE" plaque for their service upon completion of their term of office. The award will eliminate these persons from any consideration of the Distinguished Service Award for Service to NASCOE in the future.

No Member shall be awarded more than one Distinguished Service Award for the same action on the same level. This does not disqualify a Member from receiving multiple Distinguished Service Award in one or more categories with different nominations, but rather prevents winning two or more awards with the same nomination on the same level (*7<sup>th</sup> Amendment: Updated September 26, 2011*).

### **NASCOE AWARDS YEAR**

The NASCOE Awards Year shall be established the same as the NASCOE year for Service by Officers – September 1 to August 31. (*4<sup>th</sup> Amendment: Updated March 5, 2001*)

### **SUBMITTING NOMINATION**

Mail original nomination or electronically submit original nomination to your State Awards Chairperson **NO LATER** than **FEBRUARY 1<sup>st</sup>** (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

### **LENGTH OF NOMINATION**

A nomination should be brief, factual, and specific! It cannot exceed two (2) double-spaced typewritten 8 1/2" X 11" pages (*5<sup>th</sup> Amendment: October 10, 2009*). The pages must not be reduced by photocopier

or other means to enable more print on the two pages. No attachments are permitted (*5<sup>th</sup> Amendment, October 10, 2009*). The use of general terms, adjectives, superlatives, and conclusions not backed by facts should be avoided. Specific examples and details should be given to support the nomination.

## **PRESENTATION OF DATA**

The nomination form (*5<sup>th</sup> Amendment, October 10, 2009*) should furnish the following information:

- Name, address, and telephone numbers of the nominee and person making the nomination.
- Certification by an officer of the State Association that the nominee is serving under a permanent appointment and is in good standing.
- State and Area of Nominee. (MW, NE, NW, SE, SW).
- Position held by nominee.
- Award being recommended.
- Justification for nomination.

## **INFORMATION FOR EACH CATEGORY**

Some recommended items to be included in each of the three categories for a DSA nomination are listed below. However, any other pertinent information can also be included.

**SERVICE TO NASCOE**: Years of NASCOE membership; committee activity; offices held; contributions to the organization; FSA background.

**SERVICE TO FSA-AGRICULTURE**: How long has nominee worked for FSA?; What program(s) or special project have they worked with?; What is the size of the county and number of farmers; What are nominees outstanding contributions to FSA and/or Agriculture?; Has nominee received any special awards or promotions?; What is the nominee's NASCOE background?

**COMMUNITY SERVICE**: What organization(s) has nominee worked with?; Does the nominee hold an office or any special committee assignment?; What is their church affiliation, family status, children, etc?; What has nominee done to improve the community he/she lives in?; Has nominee received any special recognition?; What is nominee's FSA and NASCOE background?

## ***STATE LEVEL RESPONSIBILITIES:***

### **DESIGNATION**

Each State Association President shall designate an annual Selection Committee no later than **FEBRUARY 1<sup>st</sup>**. The Committee shall have at least three (3), but not more than five (5), members or officers of the Association.

### **TIME OF SELECTION**

The State Selection Committee shall make the State Level selection by **FEBRUARY 20<sup>th</sup>**. The Committee will select the most outstanding nomination in each of the three DSA categories.

## **SUBMISSION OF STATE SELECTION**

The State Selection Committee shall forward the original or electronically submit original nomination of the selected nomination for each category to the Area Awards Chairperson no later than **FEBRUARY 20<sup>th</sup>**. The State Chairperson shall duplicate the winning nominations and keep a copy for their files for two years. Nominations not selected shall be returned with a cover letter to the person who made the nomination. Area Awards Chairperson can then forward the nominations to their Judges (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

## **STATE OPTION**

The nomination forwarded to the Area Awards Chairperson for judging would be the State winner in each of the three DSA areas. In the absence of a state winner in any of the three areas the state can select the previous year's winner in that area. This is acceptable up to the two previous years, provided the nominee still meets eligibility requirements (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

## ***AREA LEVEL RESPONSIBILITIES***

### **DESIGNATION**

The Selection Committee for judging DSA nominations at the Area Level will be the Area Awards Committee members. The Committee shall be composed of at least three (3), but not more than five (5), members that are selected by the Area Executive Committeeperson.

### **TIME OF SELECTION**

The Area Awards Committee shall make the Area Level selections by **MARCH 15<sup>th</sup>**.

### **SELECTION PROCEDURE**

The Committee shall select the most outstanding nomination in each of the three DSA categories using the Score Sheets in Attachment 2. The Area Chairperson will tabulate the points for all nominees in each of the categories to determine the Area winners.

### **TIE VOTES**

If a tie vote occurs at the Area Level, the Area Chairperson shall break the tie by judging the applications that are tied.

### **SUBMISSION OF SELECTIONS**

The Area Awards Chairperson shall forward an original or electronically submit the nominations to the National Awards Chairperson by **MARCH 15<sup>th</sup>**. The Area Chairperson shall duplicate the winning Area nominations and keep a copy of each for their files. In the absence of an Area winner in any of the three DSA areas the Area Awards chairpersons can select the previous year's winner in that area. This is

acceptable up to the two previous years, provided the nominee still meets eligibility requirements *note, this option does not entitle the nominee to two consecutive state, area, or national level DSA awards for the same nomination.* Nominations not selected shall be returned with a cover letter to the applicable State Awards Chairperson. National Awards Chairperson can then forward the nominations to his/her Judges (*7<sup>th</sup> Amendment: Updated September 26, 2011*).

## ***NATIONAL LEVEL RESPONSIBILITIES:***

### **NASCOE SELECTION COMMITTEE**

The Selection Committee for judging DSA nominations at the National Level will be the Area Executive Committee Members. If a nomination is from the Area Executive's own state, the Alternate Area Executive Committee Member will judge that category. In the event of a conflict of interest, the President shall designate someone else to judge that nomination. (*4<sup>th</sup> Amendment: Updated March 5, 2001*)

### **TIE VOTES**

If a tie vote occurs at the National Level, the National Chairperson shall break the tie by judging the applications that are tied.

### **TIME OF SELECTION**

The National Selection Committee shall make the National selections by **APRIL 15<sup>th</sup>**.

### **SELECTION PROCEDURE**

The DSA nominations selected at the National Level shall, in the judgment of the Committee, be sufficiently outstanding to merit such honorary recognition. For this reason, the Committee may decline to select a winner in any category. The Committee is also authorized to initiate and select DSA winners on their own volition without the requirement of a formal nomination.

## ***PRESENTATION OF DISTINGUISHED SERVICE AWARDS:***

### **PLAQUES**

Plaques for Area and National winners of the DSAs will be ordered by the National Awards Chairperson. The Area and National winners will show the city of the National Convention for the winning year.

### **NATIONAL CONVENTION**

The National President and the Awards Chairperson shall make arrangements for the presentation ceremonies for National winners of the DSA's, including the presence of the award recipients. The National recipients of the three (3) DSA categories shall be paid for round trip airfare (tourist class) + a flat fee of \$250 for expenses, + \$30 for a photograph provided they attend the entire National Convention.

### **PHOTOGRAPHS**

Photographs and nominations of the National DSA winners will be displayed during the Convention. NASCOE will reimburse the winners for an 8" x 10" color photograph, provided bills or receipts are presented. The amount NASCOE will pay shall not exceed \$30.00 per person. **ALL** photographs become the property of NASCOE.

## **AREA AND STATE AWARDS**

Area awards will be made at the National Convention in the Area Meeting or at an Area Rally. State awards will be made at a time and place decided upon by the State NASCOE affiliate.

## ***II. PROFESSIONAL IMPROVEMENT AWARD***

There is no competition for a PI Award. These awards are to recognize eligible NASCOE members who take sufficient advantage of educational opportunities available to them. The activity must be outside the usual job requirements but have a definite relationship to our profession. Accomplishments can be through short courses, correspondence courses, seminars, group research, reading, etc. A minimum of 20 hours of instruction with an investment of personal funds (tuition, books, annual leave, transportation, etc.) are required to qualify.

### **DEADLINE?**

**There is no deadline!** PI nominations can be submitted anytime throughout the year to your State Awards Chairperson.

### **WHO MAY NOMINATE?**

Any member of the Association may nominate any other eligible NASCOE member!

### **WHO IS ELIGIBLE?**

Only members of the Association who are in good standing, who are serving under a permanent appointment, or who have voluntarily retired during the current year are eligible for nomination. Only members of a State Association which is affiliated with the National Association can be considered eligible.

### **SELECTION PROCESS**

After screening, the State Awards Chairperson will submit eligible nominations that are worthy of recognition, along with their recommendation to the Area Awards Chairperson. Then, the Area Awards Chairperson will send all nominations, along with the State's recommendation to the National

Awards Chairperson.

## **RECOGNITION**

**STATE LEVEL:** Each State will present certificates (available at no charge from the NASCOE Awards Chairperson) to those selected for recognition and awarded at an appropriate meeting.

**NATIONAL LEVEL:** Certificates will be mailed to the Area Awards Chairperson for presentation at an appropriate meeting, (i.e. Area Rally).

## ***III. SCHOLARSHIP PROGRAM***

### **ELIGIBILITY**

The applicant must be a NASCOE member, member's spouse, member's child, or member's legal dependent. The NASCOE member must be a permanent County Office employee, not an associate member, with dues paid. The NASCOE membership must be current for the past 5 years or since becoming a permanent FSA employee. The NASCOE member who retires or transfers within the Agency during the Scholarship Year (September 1 to August 30) must have their entire NASCOE dues paid to the NASCOE Treasurer, regardless of dues withholding. (*4<sup>th</sup> Amendment: Updated March 5, 2001*).

An applicant may only win one (1) time at the Area and National level.

The applicant may be either a high school senior or a full-time college student, up to the Bachelor Degree level. Full-time is defined as a minimum of 12 credit hours. A minimum of a "C" average (using the 4.0 system) in both their junior and senior years of high school or as a college student is required.

All applications may be hard copies or electronically submitted with appropriate signatures, copies of letters of recommendation and copy of the official transcript(s) (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

### **CERTIFICATION**

The application **MUST** be certified as eligible by an Approving Official of the State Association (*5<sup>th</sup> Amendment: Updated October 10, 2009*)

### **NASCOE SCHOLARSHIP YEAR**

The NASCOE Scholarship Year shall be established the same as the NASCOE year for Service by

Officers – September 1 to August 31. (*4<sup>th</sup> Amendment: Updated March 5, 2001*)

## **USE OF AWARD**

This award must be used to defray expenses incidental to the student's attendance at a four-year college, university, community college or commercial or trade school which is accredited by the Department of Education of that State.

## **THE AWARDEE MUST SATISFACTORILY COMPLETE AT LEAST ONE SEMESTER OF SCHOOLING OR RETURN THE MONEY!**

## **EVALUATION CRITERIA**

All sources of information concerning each applicant will be considered: school records; employment; work experience; and, reference letters. All applicants will be evaluated on the basis of:

1. **ABILITY**: This shall include both mental and physical factors which might affect the applicant's ability to benefit by further education. This will be judged by available school and health records and any other information which may reflect on the student's ability.
2. **INCENTIVE ASSISTANCE**: All pertinent information relative to the student's desire to continue his/her education and to the other financial resources available to meet the student's desire will be considered.
3. **OTHER PERSONAL CHARACTERISTICS**: Any other personal characteristics such as initiative industry, persistence, and leadership ability, personal and social adjustment which might affect student success will be considered.

## ***JUDGING PROCESS***

Mail original nomination or electronically submit original nomination to your Area Awards Chairperson **NO LATER** than **MARCH 1st**. Area Chairperson can then forward the electronic version to their Judges (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

## ***AREA LEVEL RESPONSIBILITIES:***

### **DESIGNATION**

The Area Scholarship Judging Committee shall be appointed by the Area Executive Committeeperson. This Committee shall consist of at least three (3), but no more than five (5) NASCOE members from that Area.

### **TIME OF SELECTION**

The Area Scholarship Judging Committee shall make the Area selection(s) by **MARCH 30<sup>th</sup>**.

### **SELECTION PROCEDURE**

The Judging committee will use the Score Sheet in Attachment 3 to make their selections. The Area Scholarship Chairperson will tabulate all the points for all applicants. The Area Executive Committeeperson announces the winner(s).

## **TIE VOTES AT THE AREA LEVEL**

If a tie vote occurs at the Area Level, the Area Chairperson shall break the tie by judging the applications that are tied.

## **SUBMISSION OF SELECTION(S)**

The Area Scholarship Chairperson shall forward an original or electronically submit the Area winner's application to the National Awards chairperson no later than **APRIL 15<sup>th</sup>**. National Chairperson can then forward the electronic version to his/her Judges (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

## ***NATIONAL LEVEL RESPONSIBILITIES:***

### **DESIGNATION**

The Selection Committee for judging at the National level will be the Area Executive Committee members.

### **TIE VOTES AT THE NATIONAL LEVEL**

If a tie vote occurs at the National Level, the National Chairperson shall break the tie by judging the applications that are tied.

### **TIME OF SELECTION**

The National Selection Committee shall make the National winner selection by **MAY 30<sup>th</sup>**.

### **NATIONAL CONVENTION**

The NASCOE President and the National Scholarship Chairperson shall make arrangements for the presentation of certificates for the Area winners and the National winner at the National Convention.

### **PHOTOGRAPHS**

Photographs of the Area winners and the National winner will be on display at the National Convention. The Area winners will be a 5" X 7" color photo. NASCOE will pay up to \$10.00 toward the Area winner's photo. The National winner's will be an 8" x 10" color photo. NASCOE will pay up to \$30.00 toward the National winner's photo. Bills must be submitted to the NASCOE Treasurer in order to be reimbursed for the cost. ALL photographs become the property of NASCOE. (*5<sup>th</sup> Amendment: Updated October 10, 2009*)

**IV. NASCOE Members Continuing Education Scholarship Program**  
*(6<sup>th</sup> Amendment: Updated September 26, 2010)*

***ELIGIBILITY***

The applicant must be a permanent County office and a NASCOE member. The NASCOE member's dues must be paid and membership kept current for the past 5 years or since becoming a permanent FSA County Office employee. This is a special NASCOE Scholarship award that will be awarded to NASCOE members that are taking additional adult education courses to further enhance their careers within the Farm Service Agency (FSA).

Each area will be allowed to award one scholarship winner \$200.00 to broaden their portfolio for adult education courses to enhance and advance their careers with FSA.

An applicant may only win one (1) time.

All applications maybe hard copies or electronically submitted with appropriate signatures (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

***CERTIFICATION***

The application **MUST** be certified as eligible by an Approving Official of the State Association (*5<sup>th</sup> Amendment: Updated October 10, 2009*).

***SCHOLARSHIP YEAR***

The NASCOE Scholarship Year shall be established the same as the NASCOE year for Service by Officers – September 1 to August 31

***USE OF THE AWARD***

This award must be used to defray expenses incidental to the member's attendance for the adult education courses.

***EVALUATION CRITERIA***

Items to be evaluated will be included in the application Those items necessary are:

ASCS/FSA work experience – (1 to 10 points)

Courses attending or currently enrolled to attend (statement or transcript for the school must be attached)  
– (1 to 10 points)

Short essay (one single spaced page maximum) explaining to the judges “How this continuing education will further my career within FSA.” – (1 to 10 points)

### ***JUDGING PROCESS***

Mail original nomination or electronically submit original nomination to your Area Awards Chairperson NO LATER than **MARCH 1<sup>st</sup>**. Area Chairpersons can then forward the electronic versions to their Judges (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

### ***AREA LEVEL RESPONSIBILITIES***

#### ***DESIGNATION***

The Area Scholarship Judging Committee shall be appointed by the Area Executive Committee person. This Committee shall consist of at least three (3), but no more than five (5) NASCOE members from the Area.

#### ***TIME OF SELECTION***

The Area Scholarship Judging Committee shall make the Area selection by **March 31<sup>st</sup>** (*6<sup>th</sup> Amendment: Updated September 26, 2010*).

#### ***SELECTION PROCEDURE***

The Judging Committee will use the Score Sheet as established by the NASCOE Scholarship Committee. The Area Scholarship Chairperson will tabulate all the points for all applications from each judge. The Area Executive Committee person shall announce the Area winner.

#### ***TIE VOTES***

If a tie vote occurs, the Area Chairperson shall break the tie by judging the applications that are tied.

#### ***CERTIFICATE PRESENTATIONS***

The Area Scholarship Chairperson shall make arrangements for the presentation of a certificate to the Area winner during the Area Rally.

#### ***PHOTOGRAPH***

Photographs of the Area winners will be on display at the Area and National Conventions. The Area winners will be a 5" X 7" color photo. NASCOE will pay up to \$10.00 toward the Area winner's photo. Bills must be submitted to the NASCOE Treasurer in order to be reimbursed for the cost. ALL photographs become the property of NASCOE. (5<sup>th</sup> Amendment: Updated October 10, 2009)

## ***V. SICK LEAVE AWARDS***

### ***STATE RECOGNITION***

Certificates obtained, at no charge, from the NASCOE Secretary are awarded for accumulated sick leave of 1000, 1500, 2000, and 2500 hours. These are to be presented at an appropriate meeting.

### ***NATIONAL RECOGNITION***

Plaques are awarded to permanent employees who are NASCOE members in good standing that accumulate 3,000 hours and above of unused sick leave. The State Awards Chairperson should contact the Area Chairperson who will contact the National Awards Chairperson, who will obtain this plaque.

## **V. EXTRA MILE AWARD**

### **WHO MAY NOMINATE?**

Any member of the Association may make a nomination. Parents may submit their children, IF they are NASCOE members. Nominations may be made at any time during the year.

### **WHO IS ELIGIBLE?**

Members of the association who are in good standing or children of the members are eligible to receive this award. Members or their children who have “gone the extra mile” for their community, their church, their school, or their state, area, or national association may be nominated at anytime during the year. There are no deadlines for nominations for this award.

### **SUBMITTING NOMINATION**

Nominations should be submitted to their respective State Awards Chair on the nomination form. The State Chair will complete the nomination form and submit the nomination to their respective Area Awards Chairperson, who will then submit the nomination to the National Chair for printing the certificate. There is no competition for this award.

The nomination form will be available in hard copy from State or Area Chair as well as on the NASCOE web page.

## **VI. FIRST TIMERS AWARD**

### **PURPOSE OF THE AWARD**

The intent of the award is to give members that are attending their first national convention an avenue to meet other NASCOE members.

### **WHO IS ELIGIBLE?**

Any NASCOE member that is attending their “First” NASCOE Convention is eligible to participate. Packets to participate will be picked up at a time designated by the NASCOE Awards Chair at the Convention. Packets will be returned at a time designated by the NASCOE Chair during the convention.

### **AWARD**

The award is a “Cash” award to be presented at the Awards Banquet during the convention.