

WCMGA AWARDS AND RECOGNITION PROGRAM

Revised and Approved by Board 2/12/2018 [Update122721](#)

The Awards and Recognition Program is under the leadership of the Director of Chapter Relations (WCMGA Standing Rule #9, revised Sept 2, 2014)

Annual **WCMGA Chapter Level Awards** include the Master Gardener of the Year and Behind the Scenes Awards. Award recipients are determined by the board at the April board meeting. These recipients are also nominated for the OMGA MG of the Year and Behind the Scenes Awards at the state level.

WCMGA Recognition acknowledges the exceptional work of current chapter members or other volunteers in the following ways: MGs of Note, Board Member recognition, and Volunteers of Note. While recognition is not a strong motivator for members, it is appreciated, and can inspire others to greater contributions.

The Special Act/Making a Difference Award and the Honorary Life Membership Award, described below, are awarded on an as needed/warranted basis.

AWARDS CRITERIA

WCMGA Master Gardener of the Year Award: Recognizes an individual for outstanding dedication, service and contributions to WCMGA's work. Service of this individual should benefit our county as a whole. Suggested award is a framed certificate (OMGA provides the certificate) and a suitable \$50 gift card. Nomination forms are due to the OMGA awards committee by May 15 of each year.

WCMGA Behind the Scenes Award: Recognizes an individual for outstanding dedication, service and contributions to WCMGA's work. Service of this individual should benefit our county as a whole. Suggested award is a framed WCMGA certificate and suitable \$50 gift card.

OMGA State Master Gardener of the Year: The WCMGA MG of the Year recipient is usually the WCMGA nominee for this award. Presented cooperatively by the OMGA and OSU, this is the highest award for an Oregon Master Gardener. Only one recipient is selected from all the counties. The nominee's contributions to the organizations will be above and beyond those associated with various leadership positions. Nominees are scored based upon criteria outlined on the nomination form, with 50 points possible. Nomination applications are due to the OMGA awards committee by May 15 of each year.

OMGA Behind the Scenes Awards: There is just one award statewide. The WCMGA Behind the Scenes recipient is usually the nominee. Nomination applications are due to the OMGA awards committee by May 15 of each year.

Special Act/Making a Difference Award: Recipient has performed MG work in an exceptional manner with significant impact on/benefit to the community served. Suggested award is a suitable \$25 gift card.

Honorary Life Membership: Recipient is a long standing WCMGA member who has contributed significantly to MG programs over an extended period of time.

RECOGNITION CRITERIA

MGs of Note: Acknowledgement of current WCMGA members who have been recognized as having performed MG work “above and beyond” in one or more of the following ways:

- Exceptional service in support of MG activities (behind the scene or high-profile projects, new or ongoing volunteer work at the phone clinic, WCMGA gardens, training, etc.)
- Leadership
- Commitment to follow through with implementation
- New, creative ideas – forward thinking
- Promotion of Master Gardener programs
- Community Involvement
- Education impact

Names, along with a brief description of the member’s contribution(s), are sent to the current Director of Chapter Relations and may be submitted by any chapter member. Names will be shared at the monthly board meetings. Each MG of Note will receive a hand-written, personalized “Note” of appreciation sent from one board member, on behalf of the Board. The names will be mentioned in the Chapter Chat and at Chapter meetings.

Outgoing Board Member Recognition: Recipient is an active, current WCMGA Board member who is either leaving the Board or taking another immediate term on the board in the same, or a different, board position. An acknowledgement of their service is given at the December chapter meeting and published in the December Chapter Chat. No monetary gift.

Volunteers of Note: We have some non-member volunteers that contribute many hours for the benefit of the WCMGA. Every April, during National Volunteer Recognition Week, we would like to recognize any of these Volunteers of Note with a personalized card of appreciation (like the MGs of Note). They would be suggested by members that notice them in the different gardens/or other MG chapter level activities in which they volunteer.

AWARDS AND RECOGNITION PROCESS

Awards and Recognition is under the direction of the Director of Chapter Relations who is responsible for the following:

1. Publicize the approved policy to the membership annually and post it on the chapter website.
2. Beginning in February, request award nominations for WCMGA MG of the Year and Behind the Scenes awards. Solicit nominations from members, leads, chairpersons, and the Board, via Chapter meeting announcements, Chapter Chat and email. Nominations should be emailed/sent to Director of Chapter Relations by April 1.
3. Prepare a summary of nominations. A week before the April Board meeting, the nominations summary for WCMGA MG of the Year and Behind the Scenes awards will be sent to all Board members. Board members will discuss and select the recipients at the

April Board meeting. (Nominees who currently serve on the board may be excused for this agenda item).

4. WCMGA MG of the Year and Behind the Scene recipients will be submitted to OMGA for State MG of the Year and Behind the Scene awards, respectively. Note that all OMGA award applications are due by 5/15. A special committee may be formed to help with the writing of the applications.
5. Monthly, gather any MGs of Note submissions and present them to the board. Names are divided up among board members to write notes of appreciation. Note cards and postage provided by WCMGA.
6. Members may submit nominations for Special Act/Making a Difference and Honorary Life Membership. The Board will be notified of any such nominations at the following Board meeting. If approved by the board, nominees will be recognized at the following chapter meeting and in Chapter Chat with a picture. Note that these are awarded on a “as submitted” basis and are not part of the regular annual awards and recognitions. There may be years where there are no submissions.
7. Purchase/prepare award items as needed and bring them to the appropriate chapter meetings.
8. Invite award and recognition recipients (not the MGs of Note) to an upcoming chapter meeting, or have nominator do so, for the presentation of their gift/certificate/award.
9. Make presentations of the WCMGA MG of the Year and Behind the Scenes awards or have this done by a board member or nominator. Presentation will be at the first chapter meeting after the awardees are announced – usually the September meeting.
10. Mail award to recipients unable to attend chapter meetings.
11. Maintain an annual log of Award recipients for publishing on the Chapter website.
12. Regularly submit expense receipts to the Chapter treasurer for reimbursement.
13. Work with recipients and publicity committee to photograph awardees for newsletter or otherwise publicize the award.

Board is responsible to:

- Keep “Awards” on the board and chapter meeting agendas
- Consider nominations at each board meeting and refer approved rewards back to the Director of Chapter Relations for preparation and delivery.
- Send notes to MGs of Note within a week of board meeting and notify Director of Chapter Relations on completion.
- Identify the Chapter MG of the Year to be nominated for the State MG of the year
- Identify the Chapter Behind the Scenes recipient to be nominated for the State Behind the Scenes Award

Publicity Director is responsible to:

- Get photos taken at award announcements and publish same in the Chapter Chat
- Submit articles on special act awards for local newspapers.