



Illinois Extension Awards Manual



2023 Award Review Committee

Hughes, Elisha, Professional, and Training Dev.
Associate, Workforce Dev.

Peterson, Lisa, Extension Educator, FCS

Clark, Amanda, 4-H Extension Program Coordinator

Charlebois, Patrice, Assistant Director for Outreach

Marten, Sara, Extension Educator, Youth
Development

Tally, Shaneise, Community Outreach Worker

Crawford, Michele, Extension Educator, Community
Health

Derrick, Brenda, Curriculum and Research Senior
Manager

Henderson, Laretha, Unit Operations Manager

McCombs, James, Extension Educator, FCS

Wilson, Chastidy, Community Outreach Worker

Harmon, Emily, Extension Educator, FCS

Extension Awards

Field-Based Staff	Award 1	Award 2	Page
Inclusive Excellence Field	Team*	Individual	6
Interdisciplinary Unit Team	Team*		7
Interdisciplinary State Team Excellence	Team*		8
Program Evaluation Excellence	Team*/Individual		9
Team Excellence	Team*		10
Technology Excellence	Team*/Individual		11
Excellence in Innovation	Team*/Individual		12
Individual Extension Excellence: Field-Based Community Worker	10+ years	9 years or less	13
Individual Extension Excellence: Field-Based Extension Coordinator	10+ years	9 years or less	14
Individual Extension Excellence: Field-Based AP	10+ years	9 years or less	15
Promotional Excellence	Team*/Individual		16

Field-Based Office Support Staff	Award 1	Award 2	Page
Excellence in Innovation	Team*/Individual		18
Individual Extension Excellence	10+ years	9 years or less	19

Campus-Based Staff	Award 1	Award 2	Page
Inclusive Excellence Campus	Team*/Individual		21
Individual Extension Excellence: Campus-Based AP	10+ years	9 years or less	22
Individual Extension Excellence: Campus-Based Civil Service	10+ years	9 years or less	23
Excellence in Innovation Campus	Team*/Individual		24

Other Awards	Award 1	Page
Pat Buchanan Professional Development Award	*Field-based Educators Only	25

*Directors, Office Support, and campus-based staff may be included in team award applications

General Award Information

1. **Individual Excellence Awards** nominations must be made by someone other than the nominee.
 - Winners are not eligible for nomination again until two years after their previous win.
2. **Team awards** may include staff from all job roles regardless of their “home base” location. Field staff team awards may include any field-based staff (AP and/or Civil Service) and campus-based staff involved in the project. The application must be submitted by a field-based AP or Civil Service staff member.
3. **General Eligibility**
 - Individuals and teams may submit more than one award application; however, the same application can only be submitted in one award category.
 - The effort was completed within the last three years.
 - Must be a current permanent employee of Illinois Extension during the application period and the award presentation at Annual Conference. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application and forfeit their portion of the award.
 - Teams will involve at least two members and no more than 10.
 - Team awards may include a mix of program staff, campus-based, field-based, and office support/admin.
4. **Categories and what they mean:**
 - Campus staff – any staff member who is based out of a campus office.
 - Program staff - EPC, Educator, or Community worker who serves a program area.
 - Field staff - any staff member based out of a Unit field office.
 - AP - Academic professional, i.e., educator, director, specialist, etc.
 - CS - Civil service staff, i.e., community worker, coordinator, office support, etc.
5. **Application Process**
 - All nominations and applications must be via Canvas go.illinois.edu/ExtensionExcellenceAwards.
 - Application deadline September 1, 2024.
 - More detailed instructions listed on each award info sheet.
6. **Judging Process**
 - Previous year’s winners are expected to participate as judges for the current award year.
 - If there are not enough judges, the Professional Training and Development Associate may ask other staff members to serve on the selection committee.
 - More than one judge will review each award category, and the winners will be determined based on the highest scores. If there is a tie, another member of the committee will be asked to break the tie.
 - The awards selection committee may move an application to another award category if they believe it is a better fit for the criteria.

Field-based Programmatic Staff Awards

Inclusive Excellence Field (Team and Individual)

Illinois Extension presents this award to staff whose efforts go above and beyond to support diversity, equity, inclusion, access, and belonging. This award honors the ongoing work that staff does to build equity in their programs and create opportunities to include diverse perspectives and voices in their community-engaged work. Recipients of this award have demonstrated inclusive excellence in different aspects of their work (e.g., collaborations, subject matter expertise, innovative programs, resources, etc.).

Interdisciplinary Unit Team (Team)

Illinois Extension will recognize one interdisciplinary state team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results and make a significant impact on the people of Illinois.

Interdisciplinary State Team Excellence (Team)

Illinois Extension will recognize one interdisciplinary state team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results and make a significant impact on the people of Illinois.

Program Evaluation Excellence (Team and Individual)

Illinois Extension will recognize one individual or team for demonstrating Excellence in evaluation and assessment. Applicants in this category should have collected quality program data from one or more Extension programs/outreach to determine the impact on participants and guide program improvement. The focus will be on your Implementation process, creativity, avenues used to increase participation in the evaluation, and the validity of the assessment.

Team Excellence (Team)

Illinois Extension will recognize one program team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results and make a significant impact on the people of Illinois.

Technology Excellence (Team or Individual)

Illinois Extension will recognize one Team or Individual for demonstrating outstanding achievements and innovations using technology to increase the effectiveness of Extension work (education, access, resources, etc.)

Individual Extension Excellence (9 years or less, 10+ years)

Academic Professional

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Individual Extension Excellence (9 years or less, 10+ years)

Community Worker

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Field-based Programmatic Staff Awards

Individual Extension Excellence (9 years or less, 10+ years)

Extension Program Coordinator

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Excellence in Innovation (Team or Individual)

Illinois Extension will recognize one team or individual staff member whose accomplishments demonstrate significant innovation in Extension work. For this award, innovation is understood as a unique, new, creative, or cutting-edge program or approach that addresses one of Illinois Extension's grand challenges. The innovative practice/program creatively addresses an issue, improves results, advances a current program, or introduces a new effort.

Promotional Excellence (Team or Individual)

Illinois Extension distributes one award to a Team or Individual who has demonstrated exceptional creativity, strategic thinking, and effective execution in promoting Extension programs and resources. The format for submissions may vary from virtual, print, audio/video, social media, or other forms of media.

Inclusive Excellence

Field-based Staff: Team and Individual

The Award

Illinois Extension presents this award to staff whose efforts go above and beyond to support diversity, equity, inclusion, access, and belonging. This award honors the ongoing work that staff does to build equity in their programs and create opportunities to include diverse perspectives and voices in their community-engaged work. Recipients of this award have demonstrated inclusive excellence in different aspects of their work (e.g., collaborations, subject matter expertise, innovative programs, resources, etc.).

Two Awards:

- One Individual Award- The individual awardee will receive a **\$500 cash award**.
- One Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Endeavors must impact one or more of the following areas: audience, funding, programs, initiatives, coalitions, policies, staff, advisory groups, educational or promotional materials, and delivery methods.
- Efforts must go beyond simply meeting **EEO/AA** program requirements.
- All Field-based Extension staff are eligible. Campus-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Identify and define the objectives for this venture and the issues it addressed.
- Description: Describe the action, where it took place, how it was implemented, and future implications.
- Impact: Explain who will be impacted by this effort and the change that occurred.
- Teamwork: If applicable, explain each member's role in this effort, level of participation, and contribution. Include a brief description of how an interdisciplinary approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.

Example:

Introduction: 300 words or less.

Description: 300 words or less.

Impact: 300 words or less.

Teamwork (if applicable): 300 words or less.

- Include a title for the nomination. *Example: "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."*
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Interdisciplinary Unit Team Excellence

Team

The Award

Illinois Extension will recognize one interdisciplinary state team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results and make a significant impact on the people of Illinois.

One Award:

- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Teams will consist of two to 10 members from a single unit with at least two different departments/program areas represented.
- All field staff are eligible.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application.

Judging Criteria

- Introduction: Define your objectives for this effort and the issue(s) it addressed.
- Description: Describe the action, where it took place, how it was implemented, and future implications.
- Impact: Explain who was/will be impacted by this effort and the change that occurred.
- Teamwork: Explain each member's role in this effort, level of participation, and contribution. Include a brief description of how an interdisciplinary approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Interdisciplinary State Team Excellence

Team

The Award

Illinois Extension will recognize one interdisciplinary state team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results and make a significant impact on the people of Illinois.

One Award:

- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Teams will consist of two to 10 members with at least two different departments/program areas and at least two units represented.
- All Field-based Extension staff are eligible. Campus-based staff may be included.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.

Judging Criteria

- Introduction: Define your objectives for this effort and the issue(s) it addressed.
- Description: Describe the action, where it took place, how it was implemented, and future implications.
- Impact: Explain who was/will be impacted by this effort and the change that occurred.
- Teamwork: Explain each member's role in this effort, level of participation, and contribution. Include a brief description of how an interdisciplinary approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Program Evaluation Excellence

Team or Individual

The Award

Illinois Extension will recognize one individual or team for demonstrating Excellence in evaluation and assessment. Applicants in this category should have collected quality program data from one or more Extension programs/outreach to determine the impact on participants and guide program improvement. The focus will be on your implementation process, creativity, avenues used to increase participation in the evaluation, and the validity of the assessment.

One Award:

- Individual Award- The individual awardee will receive a \$500 cash award.
- Team Award - The team awardee will receive a \$1,000 cash award equally divided among team members.

Eligibility

- All Field-based Extension staff are eligible. Campus-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Identify your program objectives or intended learning outcomes.
- Description: Describe evaluation tools and methods used to measure program outcomes—changes in knowledge, skills, and actions taken by program participants or changes in social, economic, or environmental conditions
- Impact: Explain steps you took to increase participation in the assessment.
- Future: With consideration of the data collected, what are your future plans for this project? Did your assessment meet the intended goal? Are there changes you will make in the future?
- Teamwork: If applicable, explain each member's role in this effort, level of participation, and contribution. Include a brief description of how an interdisciplinary approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.
 - Example:*
 - Introduction: 300 words or less.*
 - Description: 300 words or less.*
 - Impact: 300 words or less.*
 - Teamwork (if applicable): 300 words or less.*
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Team Excellence

Team

The Award

Illinois Extension will recognize one program team that has demonstrated exceptional performance, collaboration, and achievement in Extension work. By working together across job roles and program areas, we can achieve outstanding results, and make a significant impact on the people of Illinois.

One Award:

- **Team Award** - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Teams will consist of two to 10 members from one program area. Members may be from one or more Units.
- All Field-based Extension staff are eligible. Campus-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.

Judging Criteria

- **Introduction:** Define the objectives for this effort and the priority issues it addressed.
- **Description:** Describe the action, where it took place, how it was implemented, and future implications.
- **Impact:** Explain who was/will be impacted by this effort and the change that occurred.
- **Teamwork:** Explain each member's role in this effort, level of participation, and contribution. Include a brief description of how a team approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example: "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."*
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Technology Excellence

Team or Individual

The Award

Illinois Extension will recognize one Team or Individual for demonstrating outstanding achievements and innovations using technology to increase the effectiveness of Extension work (education, access, resources, etc.).

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Technology must be used in a new and innovative way.
- All Field-based Extension staff are eligible. Campus-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members

Judging Criteria

- Introduction: Outline the objectives of this effort: Why was this action needed or implemented?
- Description: Describe how technology was used in a new and innovative way to address an issue.
- Impact: Explain who was/will be impacted by this effort and the change that occurred.
- Future: what did you learn, and how will that affect your use of this technology in the future?
- Teamwork: If applicable, explain each member's role in this effort, level of participation, and contribution. Include a brief description of how a team approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Excellence in Innovation

Team or Individual

The Award

Illinois Extension will recognize one team or individual staff member whose accomplishments demonstrate significant innovation in Extension work. For this award, innovation is understood as a unique, new, creative, or cutting-edge program or approach that addresses one of Illinois Extension's grand challenges. The innovative practice/program creatively addresses an issue, improves results, advances a current program, or introduces a new effort.

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- All Field-based Extension staff are eligible. Campus-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Define the objectives for this effort and the issue/need it addressed.
- Description: Describe the effort detailing the originality of your work and how this new practice improves current efforts of Extension work.
- Impact: Describe the impact (results) of this effort. Was it successful?
- Teamwork: If applicable, explain each member's role in this effort, level of participation, and contribution. Include a brief description of how a team approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You have up to 300 words in each criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload your pdf at:
go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Field-Based Community Worker

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- One award for years of service under 10 years - The individual awardee will receive a **\$500 cash award**.
- One award for over 10 years of service - The individual awardee will receive a **\$500 cash award**.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence are not eligible for two years after receiving the award.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Performing above and beyond the range of normal duties to further the Extension mission. Developing new community partnerships or extending current ones in a new direction.
- Organizational Leadership: Exhibited excellence in leadership within their role by taking initiative to meet local goals, sharing knowledge with colleagues, and building capacity. Has rapport with colleagues and is viewed as a resource by their peers.
- Professional Improvement: demonstrate a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, is willing to help others, and shows a commitment to their team. Partners with other staff, volunteers, and/or partners to further the Extension mission.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
 - Example:*
 - Introduction: 300 words or less.*
 - Description: 300 words or less.*
 - Impact: 300 words or less.*
 - Teamwork (if applicable): 300 words or less.*
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Field-Based Extension Coordinator

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- One award for years of service under 10 years - The individual awardee will receive a **\$500 cash award**.
- One award for over 10 years of service - The individual awardee will receive a **\$500 cash award**.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence are not eligible for two years after receiving the award.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Performing above and beyond the range of normal duties to further the Extension mission. Developing new community partnerships or extending current ones in a new direction.
- Organizational Leadership: Exhibited excellence in leadership within their role by taking initiative to meet local goals, sharing knowledge with colleagues, and building capacity. Secures outside funding to expand offerings and impact. Has rapport with colleagues and is recognized as a leader among their peers.
- Professional Improvement: demonstrate a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, is willing to help others, and shows a commitment to their team. Partners with other staff, volunteers, and/or partners to further the Extension mission.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:*
“Extension team bring a community grocery store to a food desert.” or “Always a team player and ready to help.”
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Field-based Academic Professional

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- 1 award for years of service under 10 years - The individual awardee will receive a **\$500 cash award**.
- 1 award for over 10 years of service - The individual awardee will receive a **\$500 cash award**.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Performing above and beyond the range of normal duties. Develops new community partnerships or extend current ones in a new direction. Develops quality resources and learning experiences for clientele.
- Organizational Leadership: Exhibited excellence in leadership by sharing knowledge with colleagues, building capacity, and taking initiative to meet local goals. Secures outside funding to expand offerings and impact. Has rapport with colleagues and is recognized as a leader among their peers.
- Professional Improvement: demonstrate a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, is willing to help others, and shows a commitment to their team. Partners with other staff, volunteers, and/or partners to further the Extension mission.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence are not eligible for two years after receiving the award.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Promotional Excellence

Team or Individual

The Award

Illinois Extension distributes one award to a Team or Individual who has demonstrated exceptional creativity, strategic thinking, and effective execution in promoting Extension programs and resources. The format for submissions may vary from virtual, print, audio/video, social media, or other forms of media.

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- All Field-based Extension staff are eligible.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Outline the objectives, target audience, and timeline.
- Description: Describe the uniqueness of this effort and how it differs from previous/current efforts to promote Extension work.
- Impact: Examine the measurable outcomes and impact of the marketing effort. (Example: How many “shares”? Did this effort increase the number of attendees at a program? Did the promotion reach a new audience?)
- Teamwork: If applicable, explain each member’s role in this effort, level of participation, and contribution. Include a brief description of how a team approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* “Extension team bring a community grocery store to a food desert.” or “Always a team player and ready to help.”
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Field-based Office Support Staff Awards

Individual Extension Excellence

Field-Based Office Support Staff

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Excellence in Innovation

Field-Based Office Support

TEAM OR INDIVIDUAL

Illinois Extension will recognize one team or individual office support/administrative staff who has made significant contributions to enhancing efficiency, productivity, and effectiveness in administrative roles through innovative thinking and approaches.

Excellence in Innovation

Fields-Based Office Support: Team or Individual

The Award

Illinois Extension will recognize one team or individual office support/administrative staff who has made significant contributions to enhancing efficiency, productivity, and effectiveness in administrative roles through innovative thinking and approaches.

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- All field-based office support/administrative staff are eligible.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members

Judging Criteria

- Introduction: Describe the reason you implemented this innovation. What problems or issues were addressed?
- Description: Share the details of your innovative effort. What was the innovation? How does it work?
- Impact: Who was impacted by this effort and how? What changed?
- Teamwork: If applicable, explain each member's role and contribution to the effort.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Field-Based Office Support/Administrative Staff

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- One award for years of service under 10 years - The individual awardee will receive a **\$500 cash award**.
- One award for over 10 years of service - The individual awardee will receive a **\$500 cash award**.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence are not eligible for two years after receiving the award.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Performing above and beyond the range of normal duties and demonstrating excellence in their work. Provides excellent customer service to the public, volunteers, and team members.
- Organizational Leadership: Contributes toward efficiency and effectiveness of operations. Exhibits excellence in leadership within their role by mentoring new staff and serving as a resource to colleagues.
- Professional Improvement: Demonstrates a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, is willing to help others, and shows a commitment to their team.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Campus-Based Staff Awards

Inclusive Excellence

Campus-Based

TEAM OR INDIVIDUAL

Illinois Extension presents this award to staff whose efforts go above and beyond to support diversity, equity, inclusion, access, and belonging. This award honors the ongoing work that staff does to build equity in their programs and create opportunities to include diverse perspectives and voices in their community-engaged work. Recipients of this award have demonstrated inclusive excellence in different aspects of their work (e.g., collaborations, subject matter expertise, innovative programs, resources, etc.).

Excellence in Innovation

Campus-Based

TEAM OR INDIVIDUAL

Illinois Extension will recognize one Team or Individual staff member whose accomplishments demonstrate significant innovation in their work. This award is intended to recognize those efforts to innovate, adapt, try something new, and learn from the experience. Pilot projects or programs are acceptable. For this award, innovation is understood as a method or practice that creatively addresses an issue that improves results or adds to our knowledge or understanding of Extension work. Any Extension work is applicable.

Individual Extension Excellence (9 years or less, 10+ years)

Campus-Based AP Staff

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Individual Extension Excellence (9 years or less, 10+ years)

Campus-Based Civil Service Staff

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Inclusive Excellence Campus

Team or Individual

The Award

Illinois Extension presents this award to staff whose efforts go above and beyond to support diversity, equity, inclusion, access, and belonging. This award honors the ongoing work that staff does to build equity in their programs and create opportunities to include diverse perspectives and voices in their community-engaged work. Recipients of this award have demonstrated inclusive excellence in different aspects of their work (e.g., collaborations, subject matter expertise, innovative programs, resources, etc.).

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- Endeavors must impact one or more of the following areas: audience, funding, programs, initiative, coalitions, policies, staff, advisory groups, educational or promotional materials, and delivery methods.
- Efforts must go beyond simply meeting **EEO/AA** program requirements.
- All campus-based Extension staff are eligible. Field-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Identify and define the objectives for this venture and the issues it addressed.
- Description: Describe the action, where it took place, how it was implemented, and future implications.
- Impact: Explain who will be impacted by this effort and the change that occurred.
- Teamwork: If applicable, explain each member's role in this effort, level of participation, and contribution. Include a brief description of how an interdisciplinary approach was beneficial to addressing this issue.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Campus-Based AP Staff

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- *One award for years of service under 10 years* - The individual awardee will receive a **\$500 cash award**.
- *One award for over 10 years of service* - The individual awardee will receive a **\$500 cash award**.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence award not eligible for two years.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Providing service/outreach in addition to or outside of normal team duties. Develops quality work that is used throughout the organization. Is attentive to the needs of the clientele they serve.
- Organizational Leadership: Exhibited excellence in leadership by sharing knowledge with colleagues, building capacity, and taking initiative to meet department goals. Has rapport with colleagues and is recognized as a leader among their peers. Provides leadership and guidance to the clientele they serve.
- Professional Improvement: Demonstrates a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, willing to help. Partnered/ collaborated with other staff, volunteers, and/or partners to further the Extension mission.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Individual Extension Excellence

Campus-Based Civil Service Staff

The Award

Illinois Extension will recognize individuals who go above and beyond in their job and show commitment to their teams through support, taking on new challenges, and taking initiative when necessary. Individual Excellence is also demonstrated with a personal commitment to professional development and continued learning to serve the organization better.

Two Awards:

- One award for years of service under 10 years - The individual awardee will receive a **\$500 cash award**.
- One award for over 10 years of service - The individual awardee will receive a **\$500 cash award**.

Eligibility

- By nomination only
- Previous recipients of the Individual Extension Excellence are not eligible for two years after receiving the award.
- Must be a current permanent employee of Illinois Extension for at least two years. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit the award.

Judging Criteria

Nominees will be evaluated on their actions that surpass meritorious performance in their role.

- Service: Performing above and beyond the range of normal duties and demonstrating excellence in their work. Is attentive to the needs of the clientele they serve.
- Organizational Leadership: Contributions toward efficiency and effectiveness of operations. Exhibits excellence in leadership within their role by mentoring new staff and serving as a resource to colleagues.
- Professional Improvement: Demonstrates a personal commitment to professional development and continued learning.
- Teamwork: Works well with colleagues within the organization, is willing to help others, and shows a commitment to their team. Has built rapport with colleagues outside of their department or unit.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
Example:
Introduction: 300 words or less.
Description: 300 words or less.
Impact: 300 words or less.
Teamwork (if applicable): 300 words or less.
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Excellence in Innovation

Campus-Based: Team or Individual

The Award

Illinois Extension presents this award to one team or individual staff member whose accomplishments demonstrate significant innovation in their work. This award is intended to recognize those efforts to innovate, adapt, try something new, and learn from the experience. For this award, innovation is understood as a method or practice that creatively addresses an issue or Extension work.

One Award:

- Individual Award- The individual awardee will receive a **\$500 cash award**.
- Team Award - The team awardee will receive a **\$1,000 cash award equally divided** among team members.

Eligibility

- All campus-based Extension staff are eligible. Field-based staff may be included in a team.
- This effort was completed within the last three years.
- Must be a current permanent employee of Illinois Extension during the application period and the award presentation in the fall. If an individual discontinues their employment with Illinois Extension before the award presentation, they will forfeit their award. If a team member discontinues their employment with Illinois Extension before the award presentation, they will be removed from the team application, and the award will go to the remaining team members.
- Teams will consist of two to 10 members.

Judging Criteria

- Introduction: Describe the reason you implemented this innovation. What problems or issues were addressed?
- Description: Share the details of your innovative effort. What was the innovation? How does it work?
- Impact: Describe the impact (results) of this effort. Who was impacted by this effort and how? What changed?
- Teamwork: If applicable, explain each member's role and contribution to the effort.

Application Process

- Create a document explaining how this effort/individual meets the judging criteria. You can have up to 300 words per criteria category. See judging criteria.
 - Example:*
 - Introduction: 300 words or less.*
 - Description: 300 words or less.*
 - Impact: 300 words or less.*
 - Teamwork (if applicable): 300 words or less.*
- Include a title for the nomination. *Example:* "Extension team bring a community grocery store to a food desert." or "Always a team player and ready to help."
- If you are including pictures or other supporting documents, combine everything into one PDF. Supporting material is limited to five pieces and may include but is not limited to marketing material, web content, screenshots of social media, evaluation tools, and resources.
- Complete your nomination and upload pdf at: go.illinois.edu/ExtensionExcellenceAwards

Patricia J. Buchanan Extension Award for Professional Development

The Award

The endowment will be awarded each year to a University of Illinois Extension Educator in a local office (non-administrative) to support professional development opportunities.

One Award

- Recipient(s) will receive up to \$500 to use toward an approved professional development activity.

Eligibility

- Currently employed as a University of Illinois Extension Educator in a local office (non-administrative).
- Three consecutive years of employment with Extension.
- Application must be submitted prior to the professional development experience.

Criteria

- Individual initiative and creativity.
- Benefit of the professional development experience to the individual, organization, and clientele.
- Priority will be given to first-time applicants.

Application

- Write a one to two-page letter explaining
 - the proposed professional development experience.
 - expected outcomes.
 - benefits to self, organization, and clientele.
 - Outline the cost of the professional development experience.
- Upload the letter here:
go.illinois.edu/ExtensionExcellenceAwards
- After completing the application, your entry will be sent to your direct supervisor for approval.