

**VARCDC
AWARDS COMMITTEE**

Updated Nov. 2006

Purpose Statement:

The purpose of the Awards Committee is to provide recognition for major contributions to the Virginia RC&D program. The following awards are offered in Virginia:

<i>National Regional State</i>
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- 1) Outstanding Performance by an RC&D Council
- 2) Outstanding Performance by an RC&D Council Member
- 3) Outstanding Performance by an RC&D Coordinator
- 4) Outstanding Supporting Organization
- 5) Outstanding Youth Involvement Award
- 6) Outstanding Performance by an RC&D Staff or Program Assistant

<i>Regional State</i>

- 7) Outstanding RC&D Project
- 8) Virginia Hall of Fame which may be submitted to Regional if qualified

<i>Virginia</i>

- 9) Exemplary assistance to the RC&D Program by an individual

The first eight award winners may be forwarded to the Southeastern Regional competition if they are qualified. The first six awards are also offered at the National level so the winners of the Southeastern competition are nominated for the National Award.

The Association follows the basic guidelines and format of the Southeast and National Associations.

Annual Activities of the Committee:

#	Activity	Begin	Conclude
1	Committee organizes, reviews annual plans, considers modifications to awards and process	July 5	Aug 30
2	Committee submits budget needs to VARCDC treasurer	Sept	Fall Board Meeting
3	Committee Chair sends letter to notify councils of award categories and deadlines for the year	Sept 1	Nov 15
4	Committee selects outside judging panel for awards and Hall of Fame judging panel	Oct 15	Jan 15
5	Council nominations due to the Awards Committee	Nov 1	Jan 15

6	Nominations distributed to judges	Jan 16	Feb 1
7	Virginia RC&D Program Manager schedules teleconferences with both judging panels to select recipients	Feb 15	Mar 14
8	Virginia RC&D Program Manager notifies Committee of award winners		Mar 15
9	Committee meets to confirm judges' selections, break any ties and decides based on judges score the number of Hall of Fame Awards that will be presented.	Mar 15	Mar 31
10	Committee Chair notifies VARCDC Chair of Award Recipients	Mar 31	April 1
11	VARC&DC Committee Chair invites award recipients to the Annual Meeting	Mar 15	April 1
12	Committee Chair sends judges an expression of thanks	Mar 15	April 1
13	Committee orders plaques or other item as awards	Mar 15	April 8
14	Committee organizes awards presentation	Mar 15	April 1
15	Committee Chair and Association Chair present awards to the recipients at Annual Meeting	April 1	June 1
16	Committee forwards the winners nomination forms to the Southeast Association for consideration in their program	July 15	August 1
17	Committee forwards SE winners nomination forms to the National Program	Oct 1	

Guidelines

This committee sends a letter and the award criteria to each of the Councils for each of the awards.

Judging is based on accomplishments within the last year preceding nomination except for the Hall of Fame Award.

Awards are usually kept confidential until the presentation. The Association Chair invites recipients who would not normally attend the Annual Meeting.

The Southeastern Association's and the National Associations' judging rules are followed except for the *Exemplary Assistance to the RC&D Program* and the *Hall of Fame* awards which only pertain to Virginia RC&Ds. The Southeastern Award program parallels the National except that the Southeastern also offers an *RC&D Project of the Year* Award.

All nominations for the Southeastern Association Awards and National Awards programs should be updated by the nominating council to insure that all criteria are met.

Winners of awards will not be considered for the same award for at least one year following the award presentation.

VARCDC Policies

The advisor for the Award's Committee will be the Coordinator who received the Coordinator of the Year for the preceding year.

At the Annual Meeting all recipients of the Hall of Fame award shall be asked to come forward and be recognized during the meeting. Past recipients of the Hall of Fame award will be given special Hall of Fame Ribbons to wear during the meeting.

The NRCS Assistant State Conservationist shall serve as chairperson of the judges to provide a more in-depth knowledge about the RC&D projects and accomplishments and the coordinator's contributions to the council's accomplishments.

Winners of the VARCDC Awards are invited to the Annual Spring meeting of the Association to be presented the award. The Council who nominated the candidate is expected to pay all travel costs for one person to attend the award presentation including travel, lodging, registration, meals and the award presentation .

Winners of the Southeast Association of RC&D Awards that are nominated by VARCDC will be invited to the SEARC&DC Annual Meeting to be presented the award. The VARCDC will pay one half of the travel expenses for one person with the Council who nominated the candidate paying the other half of the travel which includes travel, lodging, meals, registration and the awards dinner or luncheon. Travel will be reimbursed at the most economic rate of car, rail or plane.

Winners of the National Association of RC&D Awards that are nominated by the VARCDC and SEARC&DC will be invited to a national meeting to be presented the award. This can be either the National Leadership meeting in Washington DC or the National Meeting of NARCDC. The VARCDC will pay the travel costs for one person to attend the meeting including travel, lodging, meals, registration and the awards luncheon or dinner. Travel will be at the most economic rate of car, rail or plane.