



EPSILON SIGMA PHI
Alpha Zeta Chapter

August 27, 2009

TO: All Member of the Alpha Zeta Chapter of Epsilon Sigma Phi

SUBJECT: 2009 Alpha Zeta Chapter Recognition

It's time once again to recognize our outstanding Extension colleagues and their great accomplishments. The Awards Committee of Alpha Zeta Chapter is calling for 2009 Alpha Zeta Chapter Recognition nominations. All the information, a copy of this letter, forms, and requirements are available on the ESP web site: <http://esptexas.tamu.edu>. Please be sure to visit the "Awards" link and make certain you have the latest awards information. The nomination form has changed slightly this year, so be sure to review it thoroughly and use the current version. You may also wish to view past award winning applications.

The award categories for which nominations may be submitted are listed below. Attached you will find the Nomination Form and Award Requirements. You can find additional information about the Epsilon Sigma Phi Awards Program in the ESP Handbook -Section E (<http://espnational.org/handbook/2009/SectionE-2009.pdf> Revised 2009) including award descriptions and selection criteria.

Awards

- 1) Chapter Distinguished Service Award
- 2) Chapter Friend of Extension Recognition
- 3) Chapter Administrative Leadership Recognition
- 4) Chapter Diversity Recognition (Individual and Team)
- 5) Chapter Mid-Career Service Recognition
- 6) Chapter Early Career Service Recognition
- 7) Chapter International Service Recognition
- 8) Chapter Team Recognition
- 9) Chapter Continued Excellence Recognition
- 10) Chapter Meritorious Support Service Recognition (for support staff)
- 11) Chapter Retiree Service Recognition
- 12) Chapter Tenure Recognition
- 13) Chapter Visionary Leadership Recognition

In addition to the awards listed, certificates are available to members as listed below. Furthermore, certificates are available to district representatives for recognition purposes at that level.

Certificates

- 14) New Member Certificate
- 15) Life Member Certificate
- 16) Retirement Certificate

The nomination form is available in multiple formats (MSWord, WordPerfect, PDF). The nomination should not exceed two pages. It should be brief, and supporting materials will not be considered. When completing the form, please be sure to separate *Professional Accomplishments* and *Program Accomplishments*. If a picture of the individual or team is not embedded into the nomination please submit a digital photo along with the entry. Finally, remember the nomination form is limited to two pages (one page front and back) any additional pages or information will not be considered by the judges.

Please note that all *Team* nominations in excess of four members require a billing address to pay for additional plaques which must be provided at the time of the nomination. It is also important to review the previous award recipients -- an award cannot be given twice to the same person in the same category. The current list of past recipients is located at <http://esptexas.tamu.edu/AWARDS/pawards.htm>. Current officers and district representatives is available on the ESP website <http://esptexas.tamu.edu>.

Nominations will be accepted beginning September 1, 2009 and continuing through October 15, 2009. **All nominations must be submitted electronically** by the due date to L-duniven@tamu.edu. A confirmation will be sent upon receipt of electronic submission. Electronic date stamps for e-mail will be utilized and accepted as long as the date is within the submission time listed above. Nominations will be logged, duplicated and forwarded to reviewers with announcements made as soon as selections are finalized. This should occur no later than November 15.

Attached you will find several attachments with information to support the completion of nominations to include helpful hints, completion requirements, and award descriptions. If you have any questions, please do not hesitate to contact us.

Sincerely,



LynnAnn Duniven, ESP Awards Chair
County Extension Agent - Family & Consumer Sciences
Nolan County

Attachments: Nomination Form
Chapter Recognition Requirements & Eligibility
Nomination Preparation Guidelines

CC: County Extension Directors
District Extension Administrators
Regional Program Directors
Associate Department Heads
Department Heads
Associate Directors
State Leaders