

Administrative Office

College of Agriculture and Natural Resources

1000 E. University Avenue Dept. 3354

Laramie, WY 82071

(307) 766-3566 • fax (307) 766-3998

August 20, 2018

**To:** All Extension Personnel

**From:** Ann Roberson

**Subject:** **UW Extension Administrative Professional of the Year Award**

UW Extension is excited to call for nominations for the UW Extension Administrative Professional of the Year Award. This award takes the place of the former Frances Freese Award. We continue to recognize the award recipients honored in the past and look forward to celebrating a new era of outstanding awardees. Included are the guidelines and a nomination form for the UW Extension Administrative Professional of the Year Award. This is a way to recognize your administrative professional for outstanding contributions to UW Extension. Please take the time to recognize the exceptional work of the administrative professionals from county or state offices by nominating a deserving candidate today.

**Nominations need to be in the state office by September 3, 2018.** The selection committee will look at the nominations received and then the award will be presented at the 2018 ESCAPE conference being held in Afton, September 11-14, 2018. Your prompt attention is much appreciated.

 **UW EXTENSION**

 **ADMINISTRATIVE PROFESSIONAL OF THE YEAR AWARD**

**PURPOSE:**

To recognize UW Extension administrative professionals for outstanding contributions and accomplishments to the University of Wyoming Extension.

**ELIGIBILITY:**

Any person holding an administrative professional position within the University of Wyoming Extension for at least five years. Since this is a new award, all Frances Freese award recipients are eligible.

**PROCEDURE:**

Any person holding an administrative professional position in the UW Extension may be nominated by an educator, administrator, specialist, program associate, co-worker or 4-H Leader.

Submit a complete nomination form and supporting documents for each nomination by **September 3, 2018** to:

 **College of Agriculture and Natural Resources**

 **UW Extension Director’s Office**

 **Attn: UWE Administrative Professional of the Year Selection Committee**

 **Dept. 3354, 1000 E. University Avenue**

 **Laramie, WY 82071**

 **or**

 **email: mrober38@uwyo.edu**

Please note: Nominations will not be carried forward for the next year. The UW Extension Administrative Professional of the Year Award Selection Committee will screen and select the successful nominee on an annual basis. Please be sure to keep a copy of the nomination form for your records.

The UW Extension Administrative Professional of the Year Award recipient will be announced at the annual ESCAPE Conference. The award recipient will receive two plaques: a traveling plaque, to be passed on to next year’s recipient and a personal one to keep. In subsequent years, an Extension Administrative Professional who has received the UW Extension Administrative Professional Award cannot be nominated again for five (5) years. In case of a tie, longevity will be the tie breaker as there is only one winner per year.

**UW Extension Administrative Professional of the Year Award**

**Nomination Form**

**NOMINEE’S NAME:** Click here to enter text.

**POSITION:** Click here to enter text.

**COUNTY/ DEPARTMENT:** Click here to enter text.

**SUPERVISOR:** Click here to enter text.

**NUMBER OF YEARS WORKED IN EXTENSION:** Choose an item.

**PERSON MAKING NOMINATION:** Click here to enter text.

**PHONE:** Click here to enter text.

**ELECTRONIC SIGNATURE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

* Please describe why you feel this employee is deserving of the UW Extension Administrative Professional of the Year Award. (Discuss dependability, loyalty to staff, UW job performance, professional and personal attitude, interests, and staff relationships).
* Provide a brief summary of professional accomplishments.
* List any additional contributions to the University of Wyoming Extension beyond normal job duties and requirements. Give specific examples.
* List professional improvement activities.
* Include other involvement in Extension, personal, and civic activities. List honors.
* Submit three (3) letters of recommendation from co-workers, clientele or supervisors.