

Administrative Office

College of Agriculture and Natural Resources

1000 E. University Avenue Dept. 3354

Laramie, WY 82071

(307) 766-3566 • fax (307) 766-3998

July 19, 2016

**To:** All Extension Personnel

**From:** Ann Roberson

**Subject:** **Frances Freese Secretary of the Year Award**

Attached are the guidelines and a nomination form for the Frances Freese Secretary of the Year Award. This is a way to recognize your secretary/administrative assistant for outstanding contributions to UW Extension and we all know that there is outstanding support staff in the Extension system. Please take the time to let someone know how much your support staff is valued and nominate a deserving secretary from the county or state offices.

**Nominations need to be in the state office by August 31, 2016.** The selection committee will look at the nominations received and then the award will be presented at the 2016 ESCAPE conference being held in Buffalo, September 27– 30, 2016. Your prompt attention is much appreciated.

 **FRANCES FREESE**

 **SECRETARY OF THE YEAR AWARD**

**PURPOSE:**

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

**ELIGIBILITY:**

Any person holding a secretarial/support staff position within the University of Wyoming Extension for at least five years.

**PROCEDURE:**

Any person holding a secretarial/support staff 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 **August 31, 2016** to:

**College of Agriculture and Natural Resources**

**UW Extension Director’s Office**

**Attn: Frances Freese Award Selection Committee**

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

**Laramie, WY 82071**

Please note: Nominations will not be carried forward for the next year. The Frances Freese Secretary 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 Frances Freese Secretary of the Year Award recipient will be announced at the annual ESCAPE Conference. The award recipient will receive two plaque: a traveling plaque, to be passed on to next year’s recipient and a personal one to keep. Once an Extension Secretary has received the award, they 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. The recipients of this award over the years are:

 1993 Frances Freese Fremont County

 1994 Colleen Renner Park County

 1995 Suzy Holmes Uinta County

 1996 Betty Lou Alberts Converse County

 1997 Nancy Schoel Platte County

1998 Dori Forshee Big Horn County

1999 Bev Gorzalka Sheridan County

2000 Sharon Kelly Washakie County

2001 Kim Collins Fremont County

2002 Cathy Shuster State Office

2003 Virginia Craig Weston County

 Diane Tadewald Niobrara County

2004 Marie Hanson State Office

2005 Susan Anderson Natrona County

 2006 Sandy Phinney Fremont County

 2007 Janice Schmidlin Fremont County

 2008 Charlene Abbott Carbon County

 2009 Dee Bixby C&T – Campus

 2010 Jennifer Barker Converse County

 2011 Julie Miner Park County

2012 Gwen Hansen Teton County

2013 Annie Erickson Uinta County

2014 Sue Anderson Natrona County

2015 Rhonda Bowers Wind River Reservation

**Frances Freese Secretary of the Year Award**

**Nomination Form**

**NOMINEE’S NAME:** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**POSITION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**COUNTY/ DEPARTMENT: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**SUPERVISOR: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**NUMBER OF YEARS WORKED IN EXTENSION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**PERSON MAKING NOMINATION: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

 **PHONE: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

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

Please describe why you feel this employee is deserving of the Francis Freese 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.**

**Professional Improvement Activities**.

Other involvement in Extension, **personal, and civic activities**. List **honors.**

Include **three letters of recommendation** from co-workers, clientele or supervisors.