AWARDS AND CRITERIA
Awards are presented annually in the following categories:

**Rookie of the Year:**
Full or part-time county-paid support staff members
Award amount: 1st – $300; 2nd - $150; and 3rd - $100 ($550 total)

**Junior County Clerical Award:**
Full or part-time county-paid support staff members
2 – 8 years of service – hired between January 1, 2006 and December 31, 2011
Award amount: 1st – $500; 2nd – $200; and 3rd - $150 ($850 total)

**Senior County Clerical Award:**
Full or part-time county-paid support staff members
More than 8 years of service - hired before January 1, 2006
Award amount: 1st - $600; 2nd - $400; and 3rd - $200 ($1200 total)

**Use of Technology Award:**
Full or part-time county-paid support staff members
1 or more years of service – hired before January 1, 2013.
This award will be judged on the nominee’s creative use of technology. Submissions could be a brochure, letter or flyer designed by the nominee to persuade the reader to act, attend a meeting, enroll in a class, serve on a committee, etc. (These pieces should be self-produced.) It may also include the use of technical equipment, a computer program, multimedia presentation or other computer application using programs such as Word, Publisher, Excel, Access, PowerPoint, etc. It could also be a web page or set of pages designed to serve a specific audience or promote a program or event.
Award amount: 1st - $225; 2nd - $100; and 3rd - $75 ($400 total)

CRITERIA FOR NOMINATION AND SELECTION
Nominees are evaluated on:
1) Conduct and courtesy within the Extension Community.
2) Service to the University of Missouri Extension, the University of Missouri and Lincoln University, exclusive of job responsibility.
3) Pride in work.
4) Outstanding performance in one or more job related areas.
5) Dependability and reliability.
6) Human relations skills.

ELIGIBILITY
All county-paid support staff members, who work full or part-time, are eligible for the County Clerical Awards. Individuals may be nominated for multiple awards in a given year. Individuals who were nominated or selected as a finalist in previous years are eligible. Past recipients are ineligible for the same award for a three-year period but may be nominated in other categories in that time. Members of the County Clerical Awards Committee and selection subcommittees are ineligible. Please check employment dates to make sure the nominee is in the right category.

NOMINATION AND SELECTION
Clerical staff members can nominate themselves for all possible awards. Nominations may also be made by all other full or part-time professional, paraprofessional and clerical staff member(s); and county council members. The top three individuals nominated in each category for the Rookie of the Year, and Junior & Senior Clerical awards will be interviewed by the Clerical Awards Committee members. Nominations for Clerical Awards should be sent electronically by clicking the “Submit” button at the bottom of the nomination form. Technology Awards may be submitted electronically or by hard copy.

Clerical Awards should be submitted electronically by clicking submit at the bottom of the nomination form.

Use of Technology Awards can be submitted by hard copy to:

Chris Waite
University of Missouri Extension
Butler County
222 N. Broadway Street
Poplar Bluff, Missouri 63901
573-686-8064; FAX 573-778-8021
waitec@missouri.edu

For more information, contact a County Clerical Awards Committee member:

- Urban Region: Jan Brown, St. Charles County, 636-970-3000
- East Central: Presha Earney, Crawford County, 573-775-2135
- West Central: Heather Burns, Cedar County, 417-276-3313
- Northeast: Kristen Williams, Marion County, 573-769-2177
- Northwest: Kathy Hoffman, Andrew County, 816-324-3147
- Southeast: Chris Waite, Butler County, 573-686-8064
- Southwest: Tammy Woodworth, Howell County, 417-256-2391