

University of Missouri Extension 2021 County Clerical Staff Recognition Awards

The University of Missouri Extension County Clerical Staff Recognition Awards honor Extension support staff members who exhibit outstanding performance with the University of Missouri, University Extension and County Extension Councils.

AWARDS AND CRITERIA

Awards are presented annually in the following categories:

Rookie of the Year:

Full or part-time county support staff members

1 - 2 years of service - hired between January 1, 2019 and December 31, 2020.

Award amount: 1 Winner - \$300; 2 Finalist - \$125 each (\$550 total)

Junior County Clerical Award:

Full or part-time county support staff members

2 - 8 years of service - hired between January 1, 2013 and December 31, 2019

Award amount: 1 Winner - \$500; 2 Finalist - \$175 each (\$850 total)

Senior County Clerical Award:

Full or part-time county support staff members

More than 8 years of service - hired before January 1, 2013

Award amount: 1 Winner - \$600; 2 Finalist - \$300 (\$1,200 total)

Use of Technology Award:

Full or part-time county support staff members

1 or more years of service - hired before January 1, 2020.

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: 1 Winner - \$200; 2 Finalist - \$100 each (\$400 total)

ELIGIBILITY

All county clerical support staff (including those who are considered University Employees but are paid by the council), who work full or part-time, are eligible for the County Clerical Awards. Individuals may be nominated for multiple awards in a given year but will only receive one award per year. If chosen as a finalist in two categories the highest monetary award will be given that 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.

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.
- 7) Letter of reference. Please limit letter of reference to 2 pages.

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 individuals nominated in each category for the Rookie of the Year, Junior, and Senior Clerical Awards will be interviewed by the Clerical Awards Committee members. The Technology Award winners may also be interviewed.

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

Marsha Parsons
University of Missouri Extension
Franklin County
116 West Main Street
Union, MO 63084
636-583-5141
parsonsmr@missouri.edu

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

- East Central: Marsha Parsons, Franklin County, 636-583-5141 (Chair)
- West Central: Jonetta Shaver, Laclede County, 417-532-7126
- Northeast: Annette Valentine, Putnam County, 660-947-2705
- Northwest: Marcia Meek, Harrison County, 660-425-6434
- Southeast: Michala Boyd, Madison County, 573-783-3303
- Southwest: Donna Eldridge, Webster County, 417-859-2044
- Urban West: Sandra Kelley, Clay County, 816-407-3490
- Urban East: Mary Lynch, St. Louis City, 314-200-2705