



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.

2021 Awards Committee:

Region	Member	County	Phone	Term Expires
East Central	Marsha Parsons (Chair)	Franklin	636-583-5141	December 2020
West Central	Janetta Shaver	Laclede	417-532-7126	December 2020
Northeast	Annette Valentine	Putnam	660-947-2705	December 2021
Northwest	Marcia Meek	Harrison	660-425-6434	December 2020
Southeast	Michala Boyd	Madison	573-783-3303	December 2021
Southwest	Donna Eldridge	Webster	417-859-2044	December 2021
Urban West	Sandra Kelley	Clay	816-407-3490	December 2020
Urban East	Mary Lynch	St. Louis	314-200-2705	December 2021
Liaison	Sarah Grubaugh		417-865-0707	(checks)

2021 SUB-COMMITTEES:

SENIOR CLERICAL AWARD:

Chair: Annette Valentine

Members: Donna Eldridge, Jonetta Shaver, Mary Lynch

JUNIOR CLERICAL AWARD:

Chair: Annette Valentine

Members: Michala Boyd, Marcia Meek

ROOKIE AWARD:

Chair: Donna Eldridge

Members: Sandra Kelley, Jonetta Shaver, Mary Lynch

USE OF TECHNOLOGY AWARD:

Chair: Michala Boyd

Members: Marcia Meek, Sandra Kelley

Clerical Award Committee members cannot be nominated for any awards while serving on the committee.



County Clerical Staff Recognition Awards

NOMINATION FORM

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.

Nominations can be made by an extension employee, a county extension employee, a county council member, an office assistant or by someone else affiliated with Extension. **Clerical Award Committee members cannot be nominated for any awards while serving on the committee.**

I wish to nominate _____ for clerical staff recognition award based on the qualifications identified in the "Criteria for Nomination and Selection."

Nominee information

Position Title: _____
Region/County: _____
Office Address: _____
Employment start date: _____
Office Phone Number: _____

Award category: (may nominate in one category only)

_____ **Rookie of the Year – 1 Winner - \$300; 2 Finalist \$125 each**
(1-2 years – hired between Jan. 1, 2019 and Dec. 31, 2020)
_____ **Jr. Clerical Award – 1 Winner - \$500; 2 Finalist - \$175 each**
(2-8 years – hired between Jan. 1, 2013 and Dec. 31, 2019)
_____ **Sr. Clerical Award – 1 Winner - \$600; 2 Finalist - \$300 each**
(more than 8 years – hired before January 1, 2013)

Nominee's outstanding performance:

One recommendation letter per applicant must be submitted. This letter can be from a co-worker, council member or other office assistant. The letter should discuss overall performance in one or more job-related areas. (Limit to 2 pages please) Please type this on a separate Word Document and include with application to parsonsmr@missouri.edu

Date submitted: _____
Name and title of nominator: _____
Nominator's phone and address: _____

I am giving permission to the clerical committee to release some or all of the information in the letter of recommendation to the news media, staff, or nominee. Yes No

Evaluations will be done on the recommendation letter, the phone interview and the application.

Return this form by August 31, 2021

Contact: Marsha Parsons, 116 West Main Street, Union, MO 63084
636-583-5141 parsonsmr@missouri.edu

For Office Use
Candidate# _____



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USE OF TECHNOLOGY AWARD

Name: _____

Title: _____

Region & County: _____

Office Address: _____

Employment start date: _____

Office Phone Number: _____

1 Winner - \$200; 2 Finalist - \$100 each

Award Information:

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 must 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.

Intended Audience(s) were used to design the entry?

(In a separate Word document clearly and concisely describe the entry and how, when and where the entry was used. Email the Word document to parsonsmr@missouri.edu)

What program(s) were used to design the entry? _____

Date submitted: _____

Name & Title of Nominator: _____

Nominator's Phone Number & Address _____

Use of Technology Awards can be **submitted by hard copy to be received**

by August 31, 2021 to: Marsha Parsons,
University of Missouri Extension - Franklin County,
116 West Main Street Union, MO 63084
636-583-5141 parsonsmr@missouri.edu

For Office Use
Candidate# _____