

KACDEP Awards

Overview: Please read the “Application Procedures” section below, as well as any information specific to the award you are seeking.

Application Procedures

Who can nominate?

All awards can be either self-nominated or nominated by someone else except the two noted below. These two awards must be nominated by a group of 3 Extension professionals (1 nominator and 2 references).

Exceptions: self-nominations not accepted for:

- KACDEP Distinguished Career
- KACDEP Distinguished Service

Who is eligible to be nominated?

Eligible individual recipients must be current members of KACDEP at the time of the nomination, and at least two-fifths of team applicants must be KACDEP members.

How do I prepare the nomination packet?

The nomination packets must:

- Have a completed one-page (maximum length) Cover Sheet (see [Cover Sheet Template](#)) that includes:
 - The person submitting the nomination (you) with name, email, institution listed.
 - Award Category
 - Team or individual award noted
 - Person/persons being nominated. For team awards, please also note which team members are KACDEP members.
 - 50 word abstract to be used in the awards proceedings, if selected.
 - Contain a Narrative that is no more than two pages in length that follows the Narrative Outline unique to each award (listed with each award description.)
 - Be converted to a single PDF prior to uploading.
 - Comply with the page limits specified for each award. Pages must be single spaced, have 1" margins on all borders and fonts must be at least 12 points.

When are nominations due? August 30

Where do I submit the nomination packet? Complete the required forms and upload the materials electronically to the KACDEP Awards Chairman, Fran Richmond, frichmon@ksu.edu.

Where do I learn more about information specific to each award?

You can simply scroll through this document to read about each award or click on the links below to jump straight to one:

- [KACDEP Excellence in Community Development Work: Individual or Team](#)
- [KACDEP Cross-Program Award: Individual or Team](#)
- [KACDEP Educational Materials Awards: Individual or Team](#)
- [KACDEP Educational Technology Awards: Individual or Team](#)
- [KACDEP Innovation and Creativity Awards: Individual and Team](#)
- [KACDEP Diversity Awards: Individual and Team](#)
- [KACDEP Excellence in Teamwork Award: Team Only](#)
- [*KACDEP Distinguished Service Award: Individual](#)
- [*KACDEP Distinguished Career Award: Individual](#)

Cover Sheet Template
[one page limit to include all information below]

Person Nominating (name, email, institution):

Name

Email

Title

Award Category:

Team or Individual:

Title of Program/Initiative:

Person(s) Being Nominated (name, institution, NACDEP membership using the format below)

(add more rows as needed)

Name	Title	NACDEP Member (yes/no)

50 Word Abstract (for use in the awards script)

KACDEP Excellence in Community Development Work Awards: Individual or Team

Objective:

To recognize a KACDEP member or group of members for outstanding programs in any aspect of community development work or for program accomplishments relative to scholarly and creative activities, teaching and/or research effectiveness, and to show evidence or collaboration with others who help meet community development needs.

Criteria for Evaluation:

Documentation of Community Need or Opportunity	10 points
Objectives	10 points
Overview (including Resource Acquisition)	10 points
Evaluation Process	10 points
Impact of Program	25 points
Renewability or Sustainability	15 points
Collaboration	10 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - How the program meets the needs of the community.
 - Objectives of the program.
 - Overview including resource acquisition
 - How the program was evaluated.
 - Results or impact of program.
 - Evidence of renewability or sustainability of the program.
 - Evidence of collaboration in planning/conducting the program.

KACDEP Cross-Program Awards: Individual or Team

Objective:

To recognize a KACDEP member or group of members for excellence in Extension work that combines or integrates Community Resources and Economic Development (CRED) activities with work in other program areas.

Criteria for Evaluation:

Need for the cross-program approach and how the team was assembled to address the need for cross-functional design and diverse perspectives.	20 points
How the team worked within the community to demonstrate integrated leadership and shared responsibility, and to manage delegated tasks while keeping connected across silos	20 points
A significant change occurred as a result of programmatic effort – how the community as well as Cooperative Extension Service (CES) benefitted	20 points
Creative collaborative methods were used to accomplish programs goals and objectives	20 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Need for cross-program approach and how team was assembled
 - How the team worked within the community, shared responsibilities, delegated tasks, kept connected across silos
 - How the community and CES benefitted from the effort
 - Evidence of creative collaborative methods

KACDEP Educational Materials Awards: Individual or Team

Objective:

To recognize a KACDEP member or group of members who have who have developed outstanding materials that educate through credible, accurate, concise information.

Types of Eligible Materials: Materials may be one piece or multiple components packaged as one unit, and must apply to a single subject. Materials eligible for consideration may include traditional media presentations (newspaper, periodical, radio or video program), social media (Facebook, YouTube, Twitter, etc.), blogs and websites, and PowerPoint slide sets. The piece(s) submitted for consideration should be included as a link to a website with the piece(s). Curriculum pieces will be accepted. Promotional pieces are not eligible.

Criteria for Evaluation:

Accurate, credible information and research based as applies.	20 points
Well written, using correct grammar, uncomplicated sentences and short paragraphs. Appearance is neat, clear and clean-cut.	15 points
User-friendly, designed to make user understand/become aware/informed/educated and has clear outcomes/impacts.	15 points
Concise, yet includes all essential information.	15 points
Subject matter is practical and educational.	15 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Target audience
 - Purpose
 - Objectives
 - Impact/reach
 - Link to materials if online

KACDEP Educational Technology Awards: Individual or Team

Objective:

To recognize a KACDEP member or group of members for the use of technology in delivering or managing educational programs, in expanding the use of technology in community development work, and/or the use of educational technology to promote logical, problem-solving techniques.

Criteria for Evaluation:

Clear and concise objectives	30 points
Appropriate application of technology to an educational/promotional program.	30 points
Impact to intended audience according to its stated objectives.	30 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Objectives of the initiative
 - Appropriate application of technology to meet the objectives (Why was this the right technology application for the purpose?)
 - Impact to intended audience. Include target audience, evaluation methods and impact data

KACDEP Innovation and Creativity Awards: Individual and Team

Objective:

To recognize a KACDEP member or group of members who have developed an outstanding effort or program that integrates innovation and creativity in Community Development program design or implementation that shows demonstrated effectiveness.

For the purpose of these awards, innovation is understood as a method or practice that creatively addresses a community or implementation issue in a novel manner that demonstrates improvement in program results.

Criteria for Evaluation:

Documentation of community need or opportunity requiring new or different solutions	25 points
Program goals and objectives demonstrated innovation or creativity	30 points
Evaluation Process	10 points
Impact of Program	25 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Need or opportunity for a new solution
 - Goals and objectives that demonstrate innovation or creativity
 - Evaluation
 - Impact

KACDEP Diversity Awards: Individual and Team

Objective:

To recognize a KACDEP member or group of members who have developed an outstanding effort or program that ensures meaningful diversity and inclusiveness.

For the purpose of these awards, diversity is defined as acknowledging, understanding, appreciating, valuing and celebrating differences among people relative to race, color, creed, religion, national origin, sex, age, marital status, disability, public assistance status, veteran status, sexual orientation, etc. (List is not all-inclusive and is not limited to those that are mentioned.)

Criteria for Evaluation:

Purpose reflects and recognizes outstanding efforts and accomplishments in achieving and sustaining diversity in community development Extension programs and/or audiences	20 points
Applicant's efforts foster an environment of diversity and inclusiveness	20 points
A significant change occurred as a result of programmatic effort	20 points
Methods were used to promote retention of diverse audiences	20 points
Program demonstrated uniqueness and innovation to warrant recognition	20 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Purpose reflects outstanding efforts to achieve and sustain diversity
 - Efforts fostered diversity and inclusion
 - A significant change occurred because of the program
 - Methods promoted retention of diverse audiences

KACDEP Excellence in Teamwork Award: Team Only

Objective:

To recognize outstanding Extension programming or projects conducted by a team that involves a KACDEP member or group of members that demonstrates effective performance and significant results (impact) at the community, region, state, or multi-state level.

Criteria for Evaluation:

Need for the program	20 points
Evidence of Team Collaboration	20 points
Sustainability or replication opportunities for future application	20 points
Successful outcomes/results/impacts related to the goals/objectives	30 points
Program demonstrated uniqueness and innovation to warrant recognition	10 points

Application Requirements:

- Follow [Application Procedures](#)
- Combine all documents into a single PDF to include (three pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 - Need for the program. What is unique about this program?
 - Evidence of collaboration. Explain the role of the team members.
 - Sustainability or replication of the program.
 - Describe outcomes/results/impacts.

KACDEP Distinguished Service Award

Self-nominations will not be accepted.

Objective:

To recognize a KACDEP member who is actively involved in service to KACDEP and contributed significantly to the organization for at least three (3) years as of January 1 of the year in which the award will be given.

Additional Eligibility:

Any KACDEP Member who is a member in good standing (including at least the immediate past year, as well as the current year) may be nominated. The individual has served at least three years as of January 1 of the year in which awards will be given. Members nominated must be actively engaged in service to the KACDEP organization as of the date the selections are made. This can include serving as an officer, serving on a committee, or any other volunteer contributions to the organization. The Distinguished National Service Award may be received only once.

Criteria for Evaluation:

Actively involved in service to the KACDEP organization	25 points
Special contributions to the organization	30 points
Years of continuous service in the leadership or development of KACDEP	25 points
Professional attitude and leadership ability	20 points

Application Requirements:

- Follow [Application Procedures](#), except as noted below.
- Combine all documents into a single PDF to include (five pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
 1. Name, address, university, email, and phone number of nominee
 2. Active involvement in KACDEP
 3. Special contributions to KACDEP
 4. Years of continuous service in leadership or development of KACDEP
 5. Professional attitude and leadership ability
 - Two (2) letters of support, one page each, one of which may be an administrator or supervisor.

KACDEP Distinguished Career Award

Self-nominations will not be accepted.

Objective:

To recognize KACDEP members who are actively engaged in Extension community development programs and who have served more than seven years (7) as of January 1 of the year in which the awards will be presented in Extension community development programming.

Eligibility:

Eligible recipients include members in good standing in the immediate past year as well as the current year. Nominees must have served more than seven years as of January 1 of the year in which awards will be given in Extension community development programs. Members recommended must be actively engaged in Extension community development programs as of the date the selections are made.

Criteria for Evaluation:

Professional Attitude, work with a professional association, Extension Committee work and responsibilities	20 points
Professional improvement, including advanced formal education and supplemental training in Extension focus area, including attendance at KACDEP Annual Conference	15 points
Professional accomplishments, size and depth of programs created and implemented, demonstrated program improvements and program innovation	50 points
Scholarly achievement in community development supports or augments personal interests, passions and activities in one's own community.	10 points
Honors and awards received related to Extension and/or community development	5 points

Application Requirements:

- Follow [Application Procedures](#), except as noted below.
- Combine all documents into a single PDF to include (eight pages total):
 - Cover Sheet (one page limit) – See [Cover Sheet Template](#)
 - Narrative Outline (two page limit):
- Name, address, university, email, and phone number of nominee
- Professional attitude; work with professional associations, CES committees, and in the LGU
- Professional improvement (formal education, supplemental training, NACDEP attendance)
- Professional accomplishments (size and depth of programs created/implemented; demonstrated program improvements and/or innovations)
- Personal interests in community development
- Honors and awards received because of community development efforts
- Two (2) letters of support, one page each, one of which may be an administrator or supervisor.
- Curriculum Vita (three page limit)