

G. AWARDS AND RECOGNITION

Policy:

Each year a number of COMGA Master Gardeners are selected and recognized for their essential, vital and consistent contributions to the OSU Master Gardener program in accordance with the mission of the COMGA Bylaws. Historical records of all Chapter awards shall be maintained by the COMGA Secretary.

MASTER GARDENER OF THE YEAR:

Master Gardener of the Year Procedure:

1. Criteria
 - a. The recipient of the award for Master Gardener of the Year works tirelessly on behalf of the Oregon State University Master Gardener program. Their exceptional efforts and ideas support the philosophy and educational goals of the local extension office.
 - b. This award requires a Master Gardener to exhibit an outstanding willingness to help coordinate or participate in numerous projects. They should also attend both board and quarterly meetings. Maintaining a high number of volunteer hours validates exceptional participation, many of these without being asked. This Master Gardener is knowledgeable on a variety of topics and readily shares knowledge with others.
 - c. Important personal traits include a friendly personality, understanding nature and the ability to work well with others. Outstanding organizational skills and the unique ability to encourage others to teach in the community are part of the recipient's nature.
 - d. This is a distinct award that should be fully enjoyed and celebrated by one individual. The decision-making criteria should be based upon the fact that our main mission is to educate our "neighbors" and assist them in their landscaping and gardening problems. Therefore, in the case of a tie, and all things being equal between candidates, the final decision rests upon what the person has done to positively impact the public instead of efforts within the COMGA organization. In order to acknowledge an outstanding Master Gardener for continually serving the program, it is possible for someone to hold this distinction multiple times, but not two years consecutively.
2. Selection:
 - a. The Master Gardenertm of the Year Criteria and Nomination form will be published in the September COMGA monthly newsletter to distribute to all COMGA members, concurrently with a membership-wide email. The nomination form will also be on the www.goCOMGA.com/forms website.
 - b. COMGA members will submit nominations to the OSU Central Oregon Horticulture Agent, by the date listed on the nomination form. After review, the Horticulture Agent will give the nomination forms to the previous Master Gardener of the Year. For purposes of this policy, the 'current' Master Gardener of the Year is defined as the person who received the award last and the 'previous' Master Gardener of the Year, is defined as the person who received the award the year prior to the current Master Gardener of the Year.
 - c. While nominations from anyone in COMGA will continue to be welcome, we will also use an objective standard to create some nominees: Anyone in the MG program who has reported more than 200 total hours of service in the current plus the previous year. This list of people

CENTRAL OREGON MASTER GARDENER ASSOCIATION POLICIES & PROCEDURES

with 200 or more hours of service in the past two years will categorize their hours according to the MG categories outlined on the Report Your Hours page on the Extension website.

- d. The previous Master Gardener of the Year will schedule a meeting with the current and other past Master Gardeners of the Year (i.e., the Awards Committee) who are Active members. If past recipients of this award are nominated again, they will be notified by the Master Gardener of the Year chairing the meeting that they may not attend the selection meeting and discussion.
 - e. Copies of the accepted Nomination Forms will be made available to meeting attendees, in person or electronically once the meeting has begun. The previous Master Gardener of the Year will lead the meeting discussion on how nominees meet the criteria for this award as described above. Selection will be made by those Master Gardeners of the Year in attendance.
 - f. Using the Master Gardener of the Year criteria, to select a winner the Awards Committee will evaluate the candidates on this list and any nominations sent to Horticulture Agent.
 - g. Selection will be done in a timely manner in order to have time to choose a gift, have the plaque engraved and the certificate made prior to Recognition Night.
 - h. The Horticulture Agent will be notified of the selection and will then advise the OSU Master Gardener Program Manager of the new COMGA Master Gardener of the Year.
3. Recognition
- a. Certificate: The Horticulture Staff will make the Certificate for the COMGA Master Gardener of the Year and it will match the size and style for other recognitions at the Recognition Night Banquet. Allow enough time for this to be made.
 - b. Gift: Funds for a gift are included in the line item of the COMGA budget under Recognition Night.
 - c. Plaque: COMGA is responsible for getting the plaque engraved with the recipient's name. The plaque hangs in the plant clinic office at the Deschutes County Extension Service Office in Redmond, OR. Metal header and plates can be purchased and engraved by Bend Engraving on 2nd St., matching the engraving of previous years.
 - d. Recognition Night: Names of all nominees for this award are included in the Recognition Night program. The current Master Gardener of the Year will introduce and describe the contributions of the Master Gardener of the Year to be recognized and present the certificate, gift and plaque. Photos are taken for the COMGA historical files and folders.
 - e. Award OMGA Gardening Conference Tuition: The COMGA Master Gardener of the Year recipient will have his/her OMGA Gardening Conference tuition paid for if they attend. This is included in the COMGA OMGA Gardening Conference budget. If the newly designated COMGA Master Gardener of the Year cannot attend that year, the funds for attending OMGA Gardening Conference could be carried over for the following year for that person after review by the Scholarship Committee.
 - f. OMGA Master Gardener of the Year: The COMGA President will submit the application for OMGA Chapter Master Gardener of the Year in the Spring of the following year. The current COMGA Master Gardener of the Year will be COMGA's applicant.

PERENNIAL STAR:

Perennial Star Procedure:

1. Criteria:
 - a. Perennial Stars are those volunteers who are the foundation of our organization. They can be relied upon to be there, time after time, year after year. They exhibit in-depth knowledge of the Master Gardener program and the COMGA organization. They reliably do excellent work in whatever activity or task they undertake. Their work has contributed significantly to the furtherance of the mission and goals of the Master Gardener program and COMGA. They are very knowledgeable about horticulture and gardening and willingly share that knowledge with the public and fellow Master Gardeners. Additionally, they have earned the respect of their fellow Master Gardeners over an extended period of time.
 - b. They are Active Members and generally have been active in the program for more than five years.

2. Selection:
 - a. The Perennial Star is selected at the discretion of the Awards Committee. Selection is done at the same time as the Master Gardener of the Year. The award is given only when the committee determines that there is a candidate worthy of such recognition.
 - b. The Awards committee proposes candidates and reaches a consensus decision.

3. Recognition:
 - a. A person on the Awards Committee presents the award at the annual Recognition Night.
 - b. The recipient receives a star pin and a certificate prepared by the Communications Liaison.

TROWEL AWARD

Trowel Award Procedure:

1. Criteria:
 - a. The Trowel Award is given once a year at or near the close of the gardening season. Nominations will be submitted by August 1.
 - b. The nomination is submitted by a Project Coordinator to recognize a member of the project team who consistently “shows up”, is dependable, enthusiastic and always gets the assigned job done.
 - c. Project Coordinators will select one nominee per project per year if a nominee is apparent. If there is no suitable volunteer, there will be no nomination.
 - d. No volunteer can be nominated more than once for any project. A volunteer may be nominated by more than one project in the same year.
2. Selection:
 - a. The Awards Committee will review nominations and ensure nominees meet the criteria outlined above.
 - b. Nominations are submitted to the COMGA President [President@gocomga.com] or are left in the President’s Inbox in the Redmond Plant Clinic Office.
3. Recognition:
 - a. A trowel pin will be given by the Project Coordinator preferably at a gathering of the project’s volunteers or a chapter event such as the annual picnic or membership meeting.
 - b. The nomination form may be given to the recipient.

LIFETIME ACHIEVEMENT AWARD:

Lifetime Achievement Award Procedure:

1. Criteria:
 - a. Lifetime Achievement Award nomination(s) will come solely from the Nominating Committee and the local OSU Master Gardener Program Coordinator.
 - b. The nominee will be a Central Oregon certified OSU Master Gardener who has provided COMGA with lengthy (20 or more years) extraordinary service and exemplary participation in the OSU Extension Master Gardener program
 - c. This award also recognizes long-term dedication to supporting the efforts of the Central Oregon Master Gardener Association and its work to advance the mission of the community horticulture program.

2. Selection:
 - a. The Awards Committee will evaluate if the nominee(s) meet the criteria for this award as described above, with the agreement of the local OSU Extension Master Gardener Program Coordinator.
 - b. Extraordinary service to be considered by the Awards Committee includes, but is not limited to:
 - i. acting as an ambassador to the local OSU Extension Horticulture Program;
 - ii. actively sharing sustainable gardening knowledge through teaching and other activities which help educate the gardening public;
 - iii. routinely volunteering a high number of hours annually, over a broad range of projects that support COMGA and advance the mission of the local horticulture program;
 - iv. demonstrating strong organizational and interpersonal relationship skills; and showing consistent leadership through long-term dedication to assisting others.

3. Recognition:
 - a. The gift honoring the award finalist will be given by the local OSU Master Gardener Program Coordinator or the current COMGA President, at the annual Recognition Night.
 - b. COMGA will provide the funds to purchase the gift and engraving.
 - c. Recipient's dues in the organization will be waived in perpetuity.