

Establishment of an Awards Committee

It is proposed that an Awards Committee be designated as a sub-committee of the Membership Committee. The purpose of the committee shall be to oversee the process for awarding both LMGA and TMGA awards. The members of the committee must be in good standing and shall be selected by the Membership Director.

Lubbock Master Gardener Annual Awards

Lubbock Master Gardener Annual Awards are as follows (proposed changes are indicated in italics).

Outstanding Individual Master Gardener Award – Recognizes a Certified Master Gardener who is in good standing and whose involvement and contributions to several programs and projects during the year are of primary importance.

Certified Master Gardener with the Most Volunteer Hours Award – Recognizes a Certified Master Gardener who is in good standing and who has accumulated the largest number of approved volunteer hours during the year.

Outstanding Individual Intern Award – Recognizes an intern who is in good standing and whose involvement and contributions to several programs and projects during the *internship* are of primary importance.

Newly Certified Member with the Most Volunteer Hours Award – *Recognizes a newly Certified Master Gardener who is in good standing and who has accumulated the largest number of approved volunteer hours during the year.*

Education Program Award - Recognizes an educational presentation *by a Certified Master Gardener* which is a teaching opportunity presented to an LMGA *audience or to the general public.*

School Garden Award – Recognizes a Certified Master Gardener who exhibits the passion, dedication and garden expertise to establish and maintain *an exemplary* school garden in Lubbock.

Service Award – *Honors a Master Gardener who has maintained continuous Member in Good Standing status for five years or more. Volunteer service years will be honored in five-year increments, starting with five years of service.*

Outstanding Project Award – *Recognizes a project which displays best horticultural practices for educational purposes.*

With approval from the Membership Director and the Board, the Awards Committee may develop additional LMGA awards, change criteria for current awards, or discontinue awards that are no longer relevant.

Note: The Texas Master Gardener designation was previously listed as an LMGA award when, in fact, it is a certificate. As such, *qualifying Texas Master Gardener Certificate recipients shall be identified by the Membership Director and shall be recognized at monthly membership meetings.*

Texas Master Gardener Certificate – Recognizes *either* an LMGA member who has successfully completed the necessary volunteer service hours and continuing education hours to recertify as a Texas Master Gardener *or an intern who has successfully completed the training course and volunteer commitment necessary to become a Texas Master Gardener.*

Identification of Candidates for LMGA Awards

The Certified Master Gardener with the Most Volunteer Hours Award, the Newly Certified Master Gardener with the Most Volunteer Hours Award, and the Service Award are identified by distinct data and the Awards Committee will identify recipients of these annual LMGA awards by using information that is available in the LMGA record keeping system.

To identify candidates for all other annual LMGA awards, the Awards Committee and Membership Director shall develop a written procedure for informing the general membership of the criteria for each local award, the submission process, and the award recipient selection process. As part of this procedure, the committee shall develop both award information and nomination forms which will then be distributed at a general membership meeting and made available by electronic means.

It should be noted that:

- All LMGA members in good standing, including members involved with the awards process shall be able to nominate or be nominated for an award.
- A member may self-nominate for an award.
- When a program or project involves a committee, all members of the committee shall be listed on the awards submission form.

Awards Recognition Procedure for LMGA Awards

After completed award nomination forms are received by the Awards Committee, the committee shall consider all submissions by the general membership and use stated award criteria to select recipients for each award. However, any member who is directly involved with the awards selection process and who has been nominated for an LMGA award shall not take part in any way in the award selection process for that award. If necessary, a substitute committee member may be appointed to replace that member. At the conclusion of the awards selection process, the Membership Director shall advance the names of recipients to the Board for final approval.

It shall also be noted that:

- A Master Gardener may receive the same award more than one time.
- A Master Gardener may receive more than one award in a given year.
- The number of recipients for an award is not limited.

Award recipients shall be recognized at the Awards Banquet which serves as a “capstone” for the year. The Awards Banquet shall, as in year’s past, be scheduled as the last general membership meeting in November.

The President or his/her designee shall recognize all award recipients at the annual Awards Banquet. The Awards Committee shall be responsible for providing each award and supporting material to the President or his/her designee prior to the awards ceremony.

Note: At the 2022 Awards Banquet, the Service Award shall be given retroactively to Master Gardeners who would have been eligible for the award in either 2020 or 2021. At the discretion of the Awards Committee, other award candidates from 2020 and 2021 may be identified and is a one-time event. The identification procedure outlined above will be followed.

Proposed Standardized Award Templates for LMGA Awards

Standardized Lubbock Master Gardener templates for all awards shall be developed by the Awards Committee and approved by the Membership Director. The awards shall be in paper form and printed on high quality paper. If necessary, the Awards Committee will be responsible for identifying sources for other types of awards and shall determine award costs for Board approval.

TMGA Texas Search for Excellence Awards

It should be noted that the TMGA awards criteria and processes may be different from corresponding LMGA awards. Therefore, the Awards Committee, the Membership Director and the Vice-President shall use the Texas Search for Excellence Awards criteria set forth in the annual TMGA Official Awards Handbook to determine which of the LMGA awards recipients should be submitted for similar TMGA awards.

Any relevant TMGA award that is listed in the TMGA Official Awards Handbook but is not represented at the local level by a corresponding LMGA award shall also be considered by the Awards Committee, the Membership Director and the Vice-President for submission.

There shall be, at most, one submission for each TMGA awards category.

Before the end of each calendar year, the Awards Committee, Membership Director and Vice-President shall assist in preparing all material requested for TMGA Texas Search for Excellence Awards. As stated in the By Laws, the Vice-President is solely responsible for submitting awards applications to the TMGA.

Although not part of the TMGA Texas Search for Excellence Awards, it should be noted that the Vice-President is responsible for submitting the names of members who qualify for the TMGA Longevity Award. The Longevity Award is similar to the LMGA Service Award but has slightly different service year requirements.