



Natural Resources Conservation Service
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August 10, 2009

NEW MEXICO BULLETIN NO. 260-9-3

SUBJECT: INF – EARTH TEAM AWARDS PROGRAM

To: All Employees

ACTION REQUESTED: SEPTEMBER 18, 2009

Purpose. To recognize Earth Team Volunteers and request award nominations for FY-2009 contributions.

Expiration date. October 31, 2009

It is once again time to recognize the excellent work and many contributions made by our Earth Team Volunteers and to request nominations for the New Mexico Earth Team Awards. Each office is invited to submit one nomination per category. **Nominations are due to the State Volunteer Coordinator no later than the close of business on September 18, 2009.** Late nominations will not be accepted and no unsolicited material should accompany the nominations (e.g. photos, news articles, etc.) Award nomination forms are attached for your use. All New Mexico Award recipients will be forwarded to the national Earth Team Coordinator for consideration at the national level.

Award Categories:

- **Earth Team Individual Volunteer Award** (NRCS-PER-036). This award recognizes one outstanding volunteer.
- **Earth Team Group Volunteer Award** (NRCS-PER-036). This award recognizes one outstanding volunteer group.
- **NRCS Employee Earth Team Award** (NRCS-PER-038). This award recognizes one NRCS employee.
- **SWCD/NRCS Earth Team Award** (NRCS-PER-039). This award is presented to the most effective Earth Team in a conservation district which demonstrates shared leadership among district officials, NRCS employees, and Earth Team Volunteers.
- **RC&D/NRCS Earth Team Award** (NRCS-PER-039). This award recognizes one RC&D Council. The award is presented to the most effective Earth Team that demonstrates shared leadership among RC&D Council members, NRCS employees, and Earth Team Volunteers.

Send nominations to: Natural Resources Conservation Service
Rita Yarbrough, State Volunteer Coordinator
6200 Jefferson NE, Room 305
Albuquerque, New Mexico 87109

If you have any questions, please contact Rita at 505-761-4402 or email her at rita.yarbrough@nm.usda.gov.

A handwritten signature in cursive script, appearing to read "Dennis L. Alexander".

DENNIS L. ALEXANDER
State Conservationist

Enclosures

Earth Team Individual & Group Volunteer Award Nomination

Individual _____

Group _____

Nominee's name (Individual or Group) exactly as it should appear on an award certificate:

Name: _____

Office Name: _____

City & State: _____

Work Performed Between October 1, _____ and September 30, _____

Nomination Submitted by:

Name: _____

Telephone: _____

E-Mail: _____

Prepare a written narrative not to exceed two type written pages using a minimum font size of 12pt that addresses:

- (1) **Magnitude of work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? (Work that is national or regional in scope or scale is not necessarily "better" than a project that is small in scale and strictly local. Hundreds of volunteers assisting at an annual event are not necessarily better than a few volunteers assisting at a local office.)
- (2) **Need for the Service and Achievement:** How important or useful was the work accomplished or service provided in terms of need? (The need may be viewed from several perspectives, including private or community need or desire for a service, and a manager's need to get particular work done.)
- (3) **Challenges:** Describe any challenges the nominee may have faced.
- (4) **Partnerships:** Did the project or program build partnerships or boost public interest? (Explain how the accomplishments improved acceptance of Earth Team volunteers in the office and/or community.)

Earth Team Employee Award Nomination

Employee _____ Volunteer Coordinator _____

Nominee's name **exactly** as it should appear on an award certificate:

Name & Title: _____

Office Name: _____

City & State: _____

Work Performed Between October 1, _____ and September 30, _____

Nomination Submitted by:

Name: _____

Telephone: _____

E-Mail: _____

Prepare a written narrative not to exceed two type written pages using a minimum font size of 12pt that addresses:

(1) **Magnitude of work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? Did the nominee demonstrate creativity or originality?

(2) **Volunteer Program Management:** How are agency needs and volunteer jobs identified? Describe what successful volunteer recruitment methods are being implemented. How did the work improve staff understanding and acceptance of Earth Team volunteers? How did the work enhance relationships with other groups

(3) **Challenges:** What challenges did the individual have to meet to carry out what was done? (Challenges could include agency/staff apathy, limited supplies, materials, or human resources.)

(4) **Volunteer Recognition:** Describe how volunteers are recognized through awards, use of the media, and during National Volunteer Week.

Earth Team Partnership Award Nomination

NACD _____

RC&D _____

Nominee's name (District or Council) **exactly** as it should appear on an award certificate:

Name: _____

Office Name: _____

City & State: _____

Work Performed Between October 1, _____ and September 30, _____

Nomination Submitted by:

Name: _____

Telephone: _____

E-Mail: _____

Prepare a written narrative not to exceed two type written pages utilizing a minimum font size of 12pt that addresses:

- (1) **Magnitude of work:** What was the extent of the work accomplished? What made the work, project, contribution, or program exceptional? (Hundreds of volunteers assisting at an annual event are not necessarily better than a few volunteers assisting at the local level.) How did the talents and skills of volunteer resources assist the partnership in meeting local needs?
- (2) **Need for the Service and Achievement:** How important or useful was the work accomplished or service provided in terms of need? The need may be viewed from several perspectives, including private or community need or desire for a service, and a manager's need to get particular work done.
- (3) **Challenges:** Describe any challenges the partnership may have faced.
- (4) **Partnerships:** Describe how the partnering agency, NRCS employees and Earth Team volunteers shared project development, responsibilities, and recognition.