

## Horticulture and Turfgrass

**Committee Responsibilities:** To review applications and study plans submitted by FACAA members for horticulture and turfgrass categories of the 2001 NACAA Professional Improvement Awards, specifically:

1. Select an FACAA member to participate in the NACAA/RISE Horticulture and Turfgrass Study Tour - location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
2. Select and FACAA member to attend the NACAA Pre-AM/PIC Horticulture Workshop and Tour - location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
3. Review any application to NACAA/PIC Call for Presenter of Professional Papers that fall under the category of Horticulture - location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.
4. Review any applications for NACAA/PIC Poster presentation that fall under the category of Horticulture - location and dates are announced in the December Special Edition of the County Agent Magazine that details the various Professional Improvement Awards.

Note: A General Application Form and entry criteria for awards and posters are contained in the Special Edition of the County Agent Magazine.

### Monthly Duties:

*October - November:* Welcome committee members and outline expected duties and timeframe.

*December:*

*January:* Encourage agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above. Note: Agents submit applications to NACAA/PIC Call for Presenters of Professional Papers and applications for NACAA/PIC Poster presentation directly to the NACAA National Horticulture Chair- state committee can assist agent by reviewing application prior to submission.

*February:* Remind agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.

*March:* Final reminder to agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.

Committee chair contacts committee agents and outlines selection process. Committee members will review the study plans for the individual entries and rank them in order of the person who you feel would be the most deserving of the professional improvement opportunity. On the enclosed ballot, rank the applicants as #1, #2, #3, etc. This can be done by e-mail or fax. Since there is often an opportunity to forward more than one candidate, when other states do not forward a nomination, it is a good idea to have a second and third candidate chosen in the event this situation should arise or someone should decide to remove themselves from consideration.

- ✦ March 15 - Deadline for agent entries to the Horticulture and Turfgrass committee. Committee chair reviews applications to ensure all application criteria have been met and that agents are paid members in good standing (up to date on dues). Note: Agents submit applications to NACAA/PIC Call for Presenters of Professional Papers and applications for NACAA/PIC Poster presentation directly to the NACAA National Horticulture and Turfgrass Chair.
- ✦ March 15-20 - copy application packets and distribute to committee members along with selection instructions as above.
- ✦ March 31 - Committee chairs contacts committee members who have not provided their selections.

*April:*

- ✦ April 1 - Deadline for committee members to turn in selection.
- ✦ April 1-15 - Committee chair tallies rankings and decides overall 1<sup>st</sup>, 2<sup>nd</sup>, 3<sup>rd</sup> place etc. applications. Add scores for each applicant and divide number of scores to get overall ranking - lowest score will be 1<sup>st</sup> etc. Send letters of acknowledgement to applicants - do not inform applicants of final decision - tell them that first place entries have been forwarded to the NACAA Regional Chair, who will inform winners of final decisions.
- ✦ April 15 - Deadline for submission of awards to State Horticulture and Turfgrass Chair. Note: It is a good idea to maintain original applications in the event that questions regarding eligibility, etc. should arise at a later date.

*May:*

*June:*

*July:* Submit committee report to Chair of FACAA Annual Report.

*July - August:* FAEP organizers will request award winner's names for award plaques to be presented at FAEP meeting in September.

*September:* Committee chair will present plaques to award winners at FAEP Awards ceremony.

**Important Deadlines:**

- ✦ January - Encourage agents to submit entries for NACAA horticulture tours and professional improvement awards as listed above.
- ✦ March 15 - Deadline for agent entries to the horticulture committee.
- ✦ April 15 - Deadline for submission of awards to State Horticulture and Turfgrass Chair.
- ✦ July - Submit committee report for FACAA Annual Report.

**Awards and Plaque Information:**

- ✦ July - August: FAEP organizers will request award winner's names for award plaques/certificates to be presented at FAEP meeting in September.
- ✦ September: Committee Chair will present plaques/certificates to award winners at FAEP Awards ceremony.