

The Extension & Research Support Staff Association  
Awards Program



**Nomination Cover Sheet**

Check all awards that apply:

*(Please note you may be required to submit additional and/or separate information for each award you choose.)*

- Above & Beyond the Call of Duty
- Award of Excellence
- Executive Board Award

Completed application(s) should be sent ELECTRONICALLY ONLY

Nominee's Name: \_\_\_\_\_ Title: \_\_\_\_\_  
Institution: \_\_\_\_\_ County/Dept: \_\_\_\_\_  
Office Phone: \_\_\_\_\_ Alternate Phone: \_\_\_\_\_  
Work Address: \_\_\_\_\_  
City: \_\_\_\_\_ ST: \_\_\_\_\_ Zip: \_\_\_\_\_

List the number of years nominee has been a member of your Extension Professional Association(s)

	Name of Association	Number of Years as an Active Member
<i>Example 1:</i>	<u>NCCEAPA</u>	<u>12</u>
<i>Example 2:</i>	<u>TERSSA</u>	<u>7</u>
	_____	_____
	_____	_____
	_____	_____

\_\_\_\_\_  
Nominator's Name

\_\_\_\_\_  
Date

Nominations must be SUBMITTED by 5:00 pm (Central Standard Time) on July 24, 2020  
by email to [glenda.jenkins@msstate.edu](mailto:glenda.jenkins@msstate.edu).

# The Extension & Research Support Staff Association Awards Program

## General Criteria - all awards

- Nominee must have had two or more consecutive years of membership with TERSSA.
- Nominee must be a current paid member of TERSSA.
- Narrative/Application should be typed - double-spaced.
- The completed application packet should include the awards cover page, and the 2-page narrative.

*Letters of support, supplemental material and/or additional pages will NOT be considered.*

The TERSSA [website](#) is a valuable source of detailed information for all awards as well as past award winners.

## Specific Award Criteria

### **The Above and Beyond the Call of Duty Award**

1. Nominee can be nominated by one or more of their co-workers. (Nominator does not need to be a paid current member of TERSSA).
2. Show how nominee has gone above and beyond their formal duties, identified job duties to exceed the needs of clientele and stakeholders or Above and Beyond the Call of Duty.
3. Show how the nominee reflects excellence in service with compassion, vision and integrity.
4. Show how the nominee recognizes and acknowledges that attitudes and actions are important and affect their clientele, stakeholders, and as co-workers.

*Former recipients may only be nominated after 5 years have elapsed since their award.*

### **The Executive Board Award**

1. Nominee can be nominated by one or more of their fellow members. (Nominator must be a paid current member of TERSSA.)
2. Show how nominee exemplifies a sunny disposition and personality.
3. Show how the nominee is willing to help coworkers and peers without complaining.
4. Show how the nominee demonstrates friendliness, outgoing personality, and a can-do attitude.
5. Show how the nominee supports the mission of TERSSA

*Former recipients may only be nominated after 5 years have elapsed since their award.*

### **The TERSSA Award of Excellence**

1. Nominee can be nominated by one or more of their co-workers (Nominator does not need to be a paid current member of TERSSA.)
2. Show how nominee demonstrates positive work ethic.
3. Show how the nominee demonstrates the values of TERSSA.
4. Show how the nominee has excelled in his/her job responsibilities.

*Former recipients may only be nominated once 10 years have elapsed since their award.*