



2025 AWARDS

***National Conservation
Outstanding
District Professional
and
District Board Member***
**Sponsored by the
National Conservation District
Employees Association**

The Sponsor: The National Conservation District Employees Association (NCDEA) was created in 1992. Its mission is to strengthen and promote the conservation district programs by providing assistance, information, and representation and by supporting the professionalism of conservation district employees. NCDEA represents over 8,000 conservation district employees nationally.

Purpose of the Awards Program: The Outstanding Conservation District Professional and Outstanding Conservation District Board Member awards are presented annually **to recognize professionalism and dedication in the people behind the nation's conservation district programs.** The program began in 1998.

Eligibility: All District Employee Professional nominees must have been employed for three (3) years by their District at the time the nomination is filed with the appropriate state and/or regional organizations. All District Board Member nominees must have four (4) years of board service at the time the nomination is filed with the appropriate state and/or regional organizations. Applications that have been submitted in the past, and were not winners, may be resubmitted.

Current NCDEA Board members or candidates for the NCDEA Board of Directors are not eligible to be nominated for the Outstanding District Professional Award until at least one year after they have left the Board of Directors or are no longer a candidate for the NCDEA Board of Directors.

Nomination Process: Nominations may be submitted by conservation district employees, conservation district employee associations, conservation district boards, state conservation agencies, NRCS, NACD, and other associated conservation professionals. Through its conservation district employee association, each state (or province) is eligible to submit one entry to its respective NCDEA region for each of the two awards: an employee and a board member. If a state does not have an employee association, interested persons should contact their regional NCDEA representative for submission instructions. Each region is eligible to submit one entry to the NCDEA Awards Program Chair for each of the two awards. All material submitted becomes property of NCDEA. **Decisions of evaluating committees are final and not subject to appeal.** Past national winners are ineligible.

Nomination Deadlines: Submit all **nominations to the respective state employee’s association by the date determined by each State Association.** If your state does not have an employee’s association, submit directly to the regional board member. All states must submit **nominations to the regional level by October 15.** All regions must submit **nominations to the national level by November 15.** These regional nominations should be sent to the NCDEA Executive Director at 1679 S. Dupont Highway, Dover, DE 19901; or by email to timothy.riley@ncdea.org.

National winners or their nominators will be notified by *December 15*.

Note to Nominator: **These awards are judged solely on the basis of the written information provided. Nominations need to be written clearly, and with specificity. NCDEA urges the nominator to go over the nomination form after it is written and check for accuracy, adding any items or thoughts he or she wishes to include in their nomination.**

Directions for completing the Nomination Form: Entries must be typewritten. In addition to the Nomination Form, entries may also include an additional narrative addressing the specific questions from the nomination form. The additional narrative IS NOT TO EXCEED two (2) pages, 12-point font, double spaced.

Narratives should be clear, concise, and to the point.

Presentation of the National Awards: The national award winners will each receive a plaque. A news release will be sent to the winner’s local paper and a letter to the winner’s board announcing their achievement. The national award(s) will be presented at, and in conjunction with the NACD Annual Conference at a designated time that will be determined each year depending on the meeting agenda. Winners will be encouraged to attend but are NOT required to be present to accept their awards.

The award recipient’s name will be kept confidential until time to announce the awards during the NCDEA annual business meeting held during the NACD Annual Conference if at all feasible.

Other: The Evaluating Committee and NCDEA reserve the right not to award a winner if they feel the criteria has not been met by the nominations provided.

Awards Program Contact People are the regional board members whose contact information is on the NCDEA website under “Regions” <https://ncdea.us/regions>

NCDEA encourages all states to participate in this awards program

NCDEA Award Nomination Form

Entry Information

_____ District Employee _____ District Board Member

If employee member of state employee Association? _____

Name of Nominee: _____

Employment Entry Date: _____

Nominees Job/Title: _____ Years in Position: _____

Conservation District Name and Address:

E-mail: _____ Phone: _____

Name of Nominator: _____

Address: _____

E-mail: _____

Phone: _____

Association of Nominator to Nominee: _____

Nominee's Local Newspaper

Name: _____

Address: _____

Phone # _____ **Email Address:** _____

Awards will be judged on contribution to professionalism, strengthening and development, initiative, innovation and resourcefulness and overall leadership in natural resource conservation as a district employee or official with the following scale:

40% District Level

30% State Level

10% Regional Level (any work with regional conservation entities is acceptable)

10% National Level (any work with national conservation entities is acceptable)

10% Community Service

A rubric is provided at the end of the application to guide nominators in formulating answers.

- 1. Describe the specific accomplishments and contributions the nominee has made at the local district level. Highlight any initiatives that have significantly impacted local conservation efforts. Please provide measurable outcomes, such as improvements in conservation practices, community engagement, or local partnerships.**

Please refer to the individual as “applicant” or “nominee” not by their name or he/she.

Please do not use specific state or region names.

- 2. Detail the nominee's contributions at the state level, focusing on how their work has advanced conservation goals and policies within the state. Include examples of collaboration with state agencies, leadership in state-wide initiatives, and the impact of their efforts on broader conservation objectives.**

Please refer to the individual as “applicant” or “nominee” not by their name or he/she.

Please do not use specific state or region names in the narrative.

- 3. Briefly summarize the nominee's involvement at the regional level. Emphasize any significant contributions that have influenced regional conservation strategies or practices, but with a focus on how these contributions have supported their local or state efforts.**

Please refer to the individual as “applicant” or “nominee” not by their name or he/she.

Please do not use specific state or region names.

- 4. Provide an overview of the nominee’s participation in national conservation activities, if applicable. Highlight any roles or recognitions that underscore their commitment to conservation, while focusing on how their national involvement has benefited local and state efforts.**

Please refer to the individual as “applicant” or “nominee” not by their name or he/she. Do not use specific state or region names.

- 5. Describe the nominee's community service efforts, particularly those that integrate conservation practices or raise awareness of environmental stewardship. Emphasize the impact of these activities on local communities and how they complement the nominee's professional role.**

*Please refer to the individual as "applicant" or "nominee" not by their name or he/she.
Please do not use specific state or region names in the narrative.*

Evaluation Committee Code: _____

Provide a comprehensive, additional narrative summarizing the nominee's qualifications. Focus on outcome-based results, especially at the local and state levels, such as funding secured for district projects, the number of landowners and stakeholders served, or the reach and impact of educational programs. Clearly link these results to the nominee's contributions and leadership within the local and state contexts.

This narrative is not to exceed two (2) pages, 12-point font, double spaced.

Here is a detailed rubric for the application review team to score submissions. Reference this rubric as you complete your nomination form.

NCDEA Awards Application Scoring Rubric

Category	Criteria	Weight	Score (1-10)	Weighted Score
Local District Level (40%)	Impact on Local Conservation Efforts: Assess the nominee's specific contributions and initiatives within the local district. Evaluate the effectiveness, innovation, and outcomes of their work.	25%		
	Community Engagement and Partnerships: Consider the nominee's ability to engage the local community, foster partnerships, and influence local conservation practices.	15%		
State Level (30%)	Advancement of State Conservation Goals: Evaluate how the nominee's work has furthered conservation policies, goals, and initiatives at the state level.	20%		
	Collaboration with State Agencies: Assess the nominee's collaboration with state agencies, their leadership roles, and the impact of these efforts on state-wide conservation strategies.	10%		
Regional Level (10%)	Contribution to Regional Conservation: Briefly evaluate the nominee's role in regional conservation efforts, focusing on how these contributions support local or state initiatives.	10%		
National Level (10%)	National Involvement and Recognition: Consider the nominee's participation in national conservation activities, and how this involvement benefits their local and state-level work.	10%		
Community Service (10%)	Impact of Community Service: Evaluate the nominee's community service efforts, particularly those that promote conservation practices and environmental stewardship at the local level.	10%		

Narrative Section (Overall Evaluation)

Narrative Quality	Criteria	Weight	Score (1-10)	Weighted Score
Clarity and Specificity	Assess the narrative's clarity, specificity, and the degree to which it provides detailed, outcome-based evidence of the nominee's qualifications and impact.	5%		
Outcome-Based Results	Evaluate the effectiveness of the results provided, particularly those related to local and state accomplishments (e.g., funding, stakeholder engagement, educational outreach).	5%		

Final Score Calculation

- **Local District Level:** (Total Score for Local District Criteria / 20) × 40 = **Weighted Local District Score**
- **State Level:** (Total Score for State Level Criteria / 20) × 30 = **Weighted State Level Score**
- **Regional Level:** (Score for Regional Level Criteria / 10) × 10 = **Weighted Regional Level Score**

Evaluation Committee Code: _____

- **National Level:** (Score for National Level Criteria / 10) × 10 = **Weighted National Level Score**
- **Community Service:** (Score for Community Service Criteria / 10) × 10 = **Weighted Community Service Score**
- **Narrative Section:** (Total Score for Narrative Criteria / 20) × 10 = **Weighted Narrative Score**

Total Score: Sum of all Weighted Scores

Scoring Guide:

- **10-9:** Outstanding – Exceeds expectations with clear, compelling evidence and significant impact.
- **8-7:** Excellent – Strong evidence of impact and leadership; meets all criteria effectively.
- **6-5:** Good – Adequate evidence, meets most criteria with solid contributions.
- **4-3:** Fair – Limited evidence or impact; meets basic criteria but lacks depth.
- **2-1:** Poor – Insufficient evidence or minimal impact; does not meet criteria effectively.