



District Supervisors, District Administrators, Partners:

Here is your chance for you to nominate a **DISTRICT EMPLOYEE** that you feel has gone above and beyond this year. As District Employee we all have a variety of projects and activities to complete. Some employees show team work by going above and beyond their district duties to help other districts or agencies. This is an opportunity for our organization to recognize all of the hard work the employees do. ***At this time we are limiting the nominations to employees that are employed with the district such as administrative personnel, assistant administrative personnel, technicians. Currently this would not apply to BSWC members, Watershed Personnel, bird placements or NGO Placements.***

If you feel that a fellow Employee has really shined this year and went out of their way to help mentor a new administrator, plan events, help other administrator's with issues that come up or is just plain AWESOME please fill out the "***Employee of the Year***" nomination.

This is also a time that a **SUPERVISOR** can be recognized for their time and dedication to district duties. Some supervisors go above and beyond by attending meetings outside district board meetings, helping with education projects, assisting with grant writing, implementation of projects, and give other agencies support for projects other than county district projects or is just plain AWESOME. If you feel you know such a supervisor, please fill out the "***Supervisor of the Year***" nomination.

This is MACDEO's way to recognize both an Employee and Supervisor that goes above and beyond the call of duty to make Montana Conservation Districts shine. We appreciate any and all submissions.

These applications and photos are **due by September 6th, 2019**. The ranking committee will have their recommendations back to the EO **by October 11th** and the awards will be given out at the State Convention.

***Please mail nominations to:
Department of Natural Resources
ATTN: Laurie Zeller
1539 Eleventh Avenue, PO Box 201601
Helena MT 59620-1601***

Sincerely,
MACDEO Awards Committee



Nominee Information :

Name: _____ District: _____

Address: _____ Phone: _____

E-mail: _____

Jacket size: __ Men's __ Women's S M L XL XXL *Reminder they run to the small side so mark up a size.*

Does the supervisor go above and beyond the regular job description to :

Maintain working relationships with partner agencies (ex. DNRC, FSA, NRCS, MACD, MWCC, DEQ) __ Yes __ No

Tell us how they go above and beyond:

Maintain working relationships with district board members and staff __ Yes __ No

Tell us how they go above and beyond:

Help new or other administrators, supervisors, agency staff, community members __ Yes __ No

Tell us how they go above and beyond:

Promotes the district and district projects __ Yes __ No

Tell us how they go above and beyond:

Nominated by: _____ Phone: _____

Email: _____



Please tell us your reasons for nominating him or her for employee of the year. (please limit to 500 words or less)

Please attach a photo of the supervisor to the form and send completed nomination to:

DNRC
C/o Laurie Zeller
1539 11th Avenue, Box 201601
Helena , Mt. 59620



Montana Association of Conservation Districts

Employee Organization

Nominee Information :

Name: _____ District: _____

Address: _____ Phone: _____

E-mail: _____

Jacket size: __ Men's __ Women's S M L XL XXL *Reminder they run to the small side so mark up a size*

Does the employee go above and beyond the regular job description to :

Maintain working relationships with partner agencies (ex. DNRC, FSA, NRCS, MACD, MWCC, DEQ) __ Yes __ No

Tell us how they go above and beyond:

Maintain working relationships with district board members __ Yes __ No

Tell us how they go above and beyond:

Help new or other employees __ Yes __ No

Tell us how they go above and beyond:

Promotes the district and district projects __ Yes __ No

Tell us how they go above and beyond:

Nominated by: _____ Phone: _____

Email: _____



Please tell us your reasons for nominating him or her for employee of the year. (please limit to 500 words or less)

Please attach a photo of the employee to the form and send completed nomination to:
DNRC
C/o Laurie Zeller
1539 11th Avenue, Box 201601
Helena , Mt. 59620

Ranking

Committee use only:	
Nominee:	_____
Supervisor	_____
Administrator	_____
Total Points:	_____

Based on the narrative, rank each section as indicated, for a total of 100 points.

(Points 1-20) _____

Maintains working relationships with partner agencies (ex. DNRC, FSA, NRCS, MACD, DEQ, MWCC).

Comment:

(Points 1-20) _____

Maintains working relationships with district board members. .

Comment:

(Points 1-25) _____

Helps out new or other administrators/supervisors.

Comment:

(Points 1-25) _____

Promotes the district and district projects.

Comment:

(Points 1-10) _____

Bonus Points: Use this section to add points for nominees that clearly demonstrate initiative and creativity in accomplishing their work.

Comment:
