

***NASCOE***  
***Awards and***  
***Scholarships***  
***Handbook***

***Booklet of Information & Instruction***  
***(Revised September 2017)***

***Distinguished Service Awards***  
***Sick Leave***  
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***Members Continuing Education Scholarship Program***  
***Continuing Education for Adult Children of Members***  
***Grandchildren Scholarship***  
***Associate Member Scholarship***

**\*\*The NASCOE scholarship and awards years shall be September 1 to August 31\*\***

**\*\*\*\*\* Associate members are not eligible for Distinguished Service Awards. \*\*\*\*\***

## **Distinguished Service Awards**

This Program encourages recognition of NASCOE members who make outstanding contributions in the Areas of: Service to NASCOE; Service to FSA-Agriculture; or Service to Community. Nominations for these awards are competitive.

- State winners are eligible to be considered for Area winners. Area winners are eligible to be considered for the National winner in each category.
- Any member of the Association may make a nomination.
- A State approving official of the State Association (which may be the State Awards Chairperson) is required to certify to the eligibility of the person being nominated.
- Members of the association in good standing, members serving under a permanent appointment, and members voluntarily retired during the current year are eligible to receive these awards.
- Only members of a State Association which is affiliated with the National association can be considered eligible at the Area and National levels.
- National officers, Area Executives, Alternate Area Executives, National Committee Chairpersons are ineligible for consideration of a Distinguished Service Award while serving in any of these capacities.
- No Member shall be awarded more than one Distinguished Service Award for the same action on the same level. This does not disqualify a Member from receiving multiple Distinguished Service Award in one or more categories with different nominations, but rather prevents winning two or more awards with the same nomination on the same level.

## **Submitting Nominations**

Nominations are available at [www.NASCOE.org](http://www.NASCOE.org) under Forms and Downloads.

**All nominations shall be electronically submitted NO LATER THAN JANUARY 1 on the official nomination format provided on www.NASCOE.org.**

The nomination form should furnish the following information:

- Name, address, email address, and telephone numbers of the nominee and nominator.
- Certification by an officer of the State Association that the nominee is serving under a permanent appointment and is in good standing.
- Award being recommended.
- Nomination information should be brief, factual and specific.

Area winner nominations will be returned to the Area winners by the National Awards chairperson once all Area winners have been selected. **The Area winner in each category will have one week to include any additional information he/she deems beneficial prior to judging by the National Committee.**

## **At the State level:**

- Each State Association President shall designate an annual Selection Committee no later than **DECEMBER 15**. The Committee shall have at least three (3), but not more than five (5), members or officers of the Association.
- If a State does not receive a nomination in a category, but the state did receive a nomination in that category the previous year (and that nomination did not win at the Area level), the state has the option of submitting the previous year's nomination in that category with the current year's nominations.
- The State Selection Committee shall select the most outstanding nomination in each of the three DSA categories no later than **FEBRUARY 20**.

## **At the Area level:**

- The Selection Committee shall be appointed by the Area Executive. The Committee shall have at least three (3), but not more than five (5), members or officers of the Association
- If an Area does not receive a nomination in a category, but the Area did receive a nomination in that category the previous year (and that nomination did not win at the National level), the Area has the option of submitting the previous year's nomination in that category with the current year's nominations.
- The Area Awards Committee shall select the most outstanding nomination in each of the three DSA categories by **FEBRUARY 20**.
- If a tie vote occurs at the Area Level, the Area Chairperson shall break the tie by judging the applications that are tied.

## **At the National Level:**

- The Selection Committee for judging DSA nominations at the National Level will be the Area Executives.
- If a nomination is from the Area Executive's own state, the Alternate Area Executive Committee Member will judge that category.
- In the event of a conflict of interest, the President shall designate someone else to judge that nomination.
- If a tie vote occurs at the National Level, the National Chairperson shall break the tie by judging the applications that are tied.
- The DSA nominations selected at the National Level shall, in the judgment of the Committee, be sufficiently outstanding to merit such honorary recognition. For this reason, the Committee may decline to select a winner in any category. The Committee is also authorized to initiate and select DSA winners on their own volition without the requirement of a formal nomination.
- **The National Selection Committee shall make the National selections by APRIL 1.**

## **DSA Area and National level presentations:**

- Plaques for Area and National DSA winners will be ordered by the National Awards Chairperson and paid for by NASCOE. The Area plaques will be presented at the area rally and show the city of the Area Rally for the winning year, and National plaques will be presented at the National Convention and show the city of the National Convention for the winning year.
- At National Convention, the National President and the Awards Chairperson shall make arrangements for the presentation ceremonies for National winners of the DSA's, including the presence of the award recipients.
- Each National recipient shall be paid for round trip airfare (economy class) + a flat fee of \$250 for expenses provided national recipients attend the entire National Convention.
- Digital photographs shall be submitted by each Area and National winner to be displayed during National Convention.

## **Sick Leave Awards**

- Certificates and plaques shall be requested through the Area Awards Chairperson 60 days prior to the Area Rally or National Convention.
- Certificates obtained, at no charge, from the NASCOE Area Awards Chairperson are awarded for accumulated sick leave of 1000, 1500, and 2000 hours. These are to be presented at the Area Rally or National Convention.
- Plaques are awarded to permanent employees who are NASCOE members in good standing that accumulate 2500, 3000, and 3500 hours and above of unused sick leave. The State Awards Chairperson should contact the Area Awards Chairperson, who will forward this information to the National Awards Chairperson to order the necessary plaques. Plaques should be presented at the Area Rally or National Convention.

## **Herb Sorely First Timers Award**

- Any NASCOE member that is attending their first NASCOE Convention is eligible to participate.
- Notebooks to participate will be picked up from the NASCOE Awards Chair during the first break of National Convention.
- Notebooks will be returned to the National Chair at the first break of the last day of Convention.
- First place winner will receive \$200, Second place will receive \$100, and Third place will receive \$50. These cash awards will be presented during the National Convention Banquet.

# Scholarships

- All Scholarship applications must be submitted online no later than January 1 using the official application on the NASCOE website.
- Letters of recommendation and the most recent posted transcript shall be required to be submitted with the application no later than January 1. Applications submitted without these documents will be disqualified.
- College/ Trade School enrollment information and a digital picture of Area winners shall be required to be emailed to the Area Scholarship chair no later than March 1. Upon receipt of the requested documentation, the area chair will forward those documents to the State Scholarship Chairperson and the National Scholarship Chairperson.
- Scholarship money shall not be released until a Thank You letter to NASCOE is received by the National Scholarship Chair and the NASCOE Treasurer for Area and National winners.
- For all scholarship purposes, NASCOE members are defined as full dues paying members.
- Associate members, their spouse, their children / legal dependents, or their grandchildren are only eligible for the Associate Member Scholarship.
- Scholarship applications submitted on the wrong form will be disqualified.
- All applications received will be judged at the Area level.
- Only Area winners will be forwarded to the National level for judging.
- The application must be certified as eligible by an Approving Official of the State Association.
- All sources of information concerning each applicant will be considered
- All scholarship applications are competitive, and all applicants will be evaluated on the basis of:
  - **Ability:** This shall include both mental and physical factors which might affect the applicant's ability to benefit by further education. This will be judged by available school and health records and any other information which may reflect on the student's ability.
  - **Incentive Assistance:** All pertinent information relative to the student's desire to continue his/her education and to the other financial resources available to meet the student's desire will be considered.
  - **Personal Characteristics:** Any other personal characteristics such as initiative industry, persistence, and leadership ability, personal and social adjustment which might affect student success will be considered.

## **Traditional Scholarship**

- This award may only be used to defray expenses for a graduating high school senior or first-year college freshman enrolled as a full time student with a minimum of 12 hours at an accredited college, university or trade school. Applicants must be a NASCOE member's child, or a member's legal dependent. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or if less than 5 years, continuous membership has been maintained since becoming a NASCOE member within the first 12 months of becoming a permanent employee. This scholarship can only be won once at the Area and National level.
- Once the Area winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the area winner will be awarded \$1,500 in a one-time lump sum check.
- Once selected, the National winner's scholarship award will be divided accordingly:
  - If the National winner is a graduating high school senior, he/she will receive \$1,000 during the 1<sup>st</sup> year of college, and \$500 each year following for their 2<sup>nd</sup>, 3<sup>rd</sup>, and 4<sup>th</sup> years of college.
  - If the National winner is a first-year college freshman, he/she will receive \$1,500 during the 1<sup>st</sup> year of college, and \$500 each year following for their 3<sup>rd</sup> and 4<sup>th</sup> years of college.

## **Open Continuing Education Scholarship**

- This award may only be used to defray expenses for a 2<sup>nd</sup> year, 3<sup>rd</sup> year, 4<sup>th</sup> year, or graduate student continuing their education at an accredited college, university or trade school while carrying 6 or more credit hours per semester. Applicants must be a NASCOE member, member's spouse, member's child, member's legal dependent, or member's grandchild. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or, if less than 5 years, continuous membership has been maintained since becoming a NASCOE Member within the first 12 months of becoming a permanent employee. This scholarship can only be won once at the Area and National level.
- Once the Area winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the area winner will be awarded \$250 in a one-time lump sum check.
- Once selected, the National winner will receive a one-time lump sum payment of \$1,000.

## **Member Continuing Education**

- The applicants must be a NASCOE member continuing their education at an accredited college, university or trade school. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or, if less than 5 years, continuous membership has been maintained since becoming a NASCOE Member within the first 12 months of becoming a permanent employee. The Member must be attending, or currently enrolled to attend, an accredited college or participating in a career advancement program designed to increase the skill set of a member and further their employment abilities within the Farm Service Agency. This award can only be won once at the Area and National level.

- Once the Area winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the area winner will be awarded \$250 in a one-time lump sum check.
- Once selected, the National winner will receive a one-time lump sum payment of \$1,000.

## **Continuing Education for Adult Children of Members**

- This award may only be used to defray expenses for a Member's adult child continuing their education as required or encouraged through their employer for 5 or less credit hours a semester. Applicants must be a member's child, member's legal dependent, or member's grandchild. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or, if less than 5 years, continuous membership has been maintained since becoming a NASCOE Member within the first 12 months of becoming a permanent employee. This scholarship can only be won once at the National level.
- Once the National winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the National winner will be awarded \$250 in a one-time lump sum check.

## **Grandchildren Scholarship**

- This award may be used to defray expenses for a student continuing their education enrolled at an accredited college, university or trade school while carrying 12 or more credit hours per semester. Applicants must be a member's grandchild. The NASCOE member's dues must be paid and membership kept current for the past 5 years, or, if less than 5 years, continuous membership has been maintained since becoming a NASCOE Member within the first 12 months of becoming a permanent employee. The evaluation criteria are based on ability, incentive assistance, and other personal characteristics. This scholarship can only be won once at the National level.
- Once the National winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the National winner will be awarded \$500 in a one-time lump sum check.

## **Associate Member Scholarship**

- This award may only be used to defray expenses for an associate member, an associate member's spouse, an associate member's child, grandchild or legal dependent enrolled as a student with a minimum of 6 hours of enrollment at an accredited college, university or trade school. The NASCOE Associate member's dues must be paid and membership kept current for the past 5 years. This scholarship can only be won once at the National level
- Once the National winner has submitted an appreciation letter to the National Scholarship Chairperson and National Treasurer, the National winner will be awarded \$500 in a one-time lump sum check.

**THE AWARDEE MUST SATISFACTORILY COMPLETE AT LEAST ONE SEMESTER OF SCHOOLING OR RETURN THE MONEY!**

## **At the State Level:**

- Each State Association President shall designate an annual Selection Committee no later than **DECEMBER 15**. The Committee shall have at least three (3), but not more than five (5), members or officers of the Association.
- The State Selection Committee shall select the most outstanding nomination in each of the scholarship categories no later than **FEBRUARY 20**.

## **At the Area level:**

- The Selection Committee shall be appointed by the Area Executive. The Committee shall have at least three (3), but not more than five (5), members or officers of the Association.
- The Area Scholarship Committee shall select the most outstanding nomination in each of the scholarship categories by **FEBRUARY 20**.
- If a tie vote occurs at the Area Level, the Area Chairperson shall break the tie by judging the applications that are tied.
- The National Chairperson shall be notified of the Area winners for each category no later than **MARCH 1**.

## **At the National Level:**

- The Selection Committee at the National Level will be the Area Executives.
- If an application is from the Area Executive's own state, the Alternate Area Executive Committee Member will judge that category.
- In the event of a conflict of interest, the President shall designate someone else to judge that nomination.
- If a tie vote occurs at the National Level, the National Chairperson shall break the tie by judging the applications that are tied.
- Digital photographs of the National and Area winners will be displayed at the National Convention along with their applications.
- **The National Selection Committee shall make the National selections by APRIL 1.**



## **Area Rally Scholarship Auctions**

Area Rally scholarship auction proceeds will be split with 75% going to the host state or states and 25% going to the NASCOE scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin scholarship program with the rally proceeds or the whole amount will be donated to NASCOE.

## **National Convention Scholarship Auctions**

The National Convention scholarship auction proceeds will be split with 75% going to the NASCOE scholarship fund and 25% going to the host state's scholarship fund. If the host state does not currently have a scholarship fund, the host state will have the option to begin a scholarship program with the convention proceeds or the whole amount will be donated to NASCOE.

**THIS BOOKLET IS INTENDED TO PROVIDE INFORMATION AND GUIDELINES FOR THE *NASCOE* AWARDS PROGRAM. THESE PROGRAMS DO NOT REPLACE, ALTER OR CIRCUMVENT THE EXISTING FSA TRAINING OR AWARDS PROGRAMS. *NASCOE'S* RECOGNITION PROGRAM IS IN ADDITION TO THE FSA PROGRAMS. IF YOU HAVE ANY QUESTIONS ABOUT ANY OR ALL OF THESE PROGRAMS, CONSULT YOUR STATE, AREA, OR NATIONAL CHAIRPERSON.**