

North Carolina Cooperative Extension Secretaries Association
South Central District
Secretary of the Year Award

The NCCESA - South Central District, *Secretary of the Year Award* is presented annually to a secretary in the district as a means of recognizing outstanding performance and contribution to the Association and Cooperative Extension. This award is presented by the North Carolina Cooperative Extension Secretaries Association - South Central District.

Guidelines:

1. Nominations for the *Secretary of the Year Award* may be made by any North Carolina Cooperative Extension employee or paid association member.
2. Nominees must be members of the North Carolina Cooperative Extension Secretaries Association for at least five years and must have at least five years service with North Carolina Cooperative Extension.
3. The award will be presented annually at the fall meeting of the NCCESA - South Central District.
4. The secretary selected as a winner will not be eligible to be nominated again for a period of ten years.
5. Nominations must be received by the senior member of the Secretary of the Year Committee by **July 1**. Nominees will be voted on by members of the district with votes going to the senior member of the Secretary of the Year Committee. She will then coordinate with committee members.
6. The winner will receive a plaque and a \$50 cash award. The award will be presented by the previous year's winner.

Past Award Recipients

2007	Susan Johnson, Cumberland	1999	Carolyn Hodges, Cumberland
2006	Starla Harwood, Stanly	1998	Janet Mabry, Stanly
2005	Devona Beard, Bladen	1997	Peggy Elliott, Cumberland
2004	Pearl Blount, Anson	1996	Celestine Heath, Cumberland
2003	Denese Prevatte, Robeson	1995	Linda Varnum, Brunswick
2002	Brenda Gooden, Bladen	1994	Lula shipman, Bladen
2001	Carolyn Newman, Cumberland	1993	Thetis Williams, Robeson
2000	Linda Brulet, Columbus	1992	Kathy Walters, Robeson

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NOMINEE'S NAME: _____

ADDRESS: _____

COUNTY: _____ OFFICE PHONE NUMBER: _____

YEARS OF SERVICE WITH EXTENSION: _____ AS ASSOCIATION MEMBER: _____

NCCESA DATA

DISTRICT

STATE

Offices Held

_____	_____
_____	_____

Committees Served On
(indicate chairmanship)

_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____
_____	_____

Number of Meetings Attended

MAJOR AREAS OF RESPONSIBILITY WITH EXTENSION:

CAREER PROFESSIONAL IMPROVEMENT: (Classes, courses, workshops, etc., attended in last five years)

OTHER PROFESSIONAL/COMMUNITY ORGANIZATIONS: (To which you have belonged for the last five years)

ANY AWARDS OR RECOGNITIONS RECEIVED:

COMMENTS:

Nominated by: _____ Title: _____

County: _____ Phone Number: _____

** Please attach two letter(s) of recommendation - REQUIRED. Other supporting documentation (not to exceed three pages, one-sided) may be attached.

Deadline - **July 1** -- Late submissions will not be considered.

Thank you for your support of NCCESA