



GACAA Outstanding County Administrative Assistant Award 2022 Guidelines (Award Year 2022)

Contact:

[Greg Huber](#)

Recognition and Awards Chair
Georgia Center for Urban Ag.
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Deadline:

October 1, 2022

Sponsored by: Farm Credit Associations of Georgia

Purpose:

To recognize the county office staff person we cannot do without -- the County Extension Administrative Assistant.

Eligibility & Guidelines:

All County Extension Administrative Assistants who have not won the state award are eligible to be nominated.

GACAA Outstanding Administrative Assistant Award Guidelines

1. Nominations may be made only by GACAA members in good standing.
2. Only information on the application sheet will be considered (front and back). No attachments will be considered. Nominations must be received by the award cycle due date.
3. In the narrative statement include any special duties performed by the nominee and any special accomplishments. This will help the judges in the decision-making process.
4. Submit completed entry for to the GACAA recognition and Awards chair (contact info above).

Entry and Judging Criteria:

Only information on the application sheet will be considered. No attachments will be considered.

A narrative statement not to exceed 500 words describing the overall capability and performance of the nominee in the role of an Extension Administrative Assistant.

In the narrative statement, include any special duties performed by the nominee and any special accomplishments. This will help the judges in their decision-making process.

Award:

The winner receives a plaque and \$200 cash at the GACAA AM/PIC Awards Banquet

Recipients must attend GACAA Annual Meeting/Professional Improvement Conference to receive awards, unless exempted by GACAA President because of extenuating circumstances. (Established by GACAA Board action, November 2008)



GACAA Outstanding County Administrative Assistant Award 2022 Entry Form (Award Year 2022)

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Nominee Information

Name (Award Nominee): (If selected, enter name as it should appear on certificate.)	
Address:	County:
City: Georgia	Zip Code:
Email:	Phone:

GACAA District

___ Northeast	___ Northwest	___ Southeast	___ Southwest
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1. Years of Extension Service _____

2. EVALUATION OF PROFESSIONAL ATTRIBUTES

	Excellent	Very Good	Good	Fair
Task Management and Organization				
Communication and Interaction with Coworkers				
Telephone Etiquette and Interaction with Public				
Typing and Written Communication				
Computer and Software Proficiency				
Management and Retrieval of Information				

3. Document nominee's reliability, dependability, and commitment to the Georgia Extension Service.

4. Document nominee's professional improvement record, include last three years only.

5. Use the second page of this form for a narrative statement not to exceed 500 words describing the overall capability and performance of the nominee in the role of an Extension Administrative Assistant. Other letters and/or statements will not be considered in the selection process.

Entry Submitted by:

Name (Printed):	Phone:	Email:
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Signature of Nominator _____ Date _____



GACAA Outstanding County Administrative Assistant Award 2022 Entry Form (Award Year 2022)

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Award Nominee:	Nominated by:
County:	District:
Narrative Statement (not to exceed 500 words): (Describing the overall capability and performance of the nominee in the role of an Extension Administrative Assistant.)	