



District Supervisors, District Administrators, Partners:

Here is your chance for you to nominate a **DISTRICT ADMINISTRATOR** that you feel has gone above and beyond this year. As District Administrators we all have a variety of projects and activities to complete. Some administrators 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 administrators do.

If you feel that a fellow Administrator 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 "**Administrator 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 Administrator 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 are **due by August 15th, 2016**. The ranking committee will have their recommendations back to the EO by September 15th and the awards will be given out at the Awards Banquet at the State Convention.

***Please mail nominations to:
Department of Natural Resources
ATTN: Laurie Zeller
1625 Eleventh Avenue, PO Box 201601
Helena MT 59620-1601***

Sincerely,
MACDEO Awards Committee

Administrator/ Supervisor

Nominations Ranking

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

Committee use only:

Nominee: _____

Supervisor _____

Administrator _____

Total 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:
