

# 2023 Search for Excellence

The David Gibby Search for Excellence (SFE) Awards recognize the outstanding volunteer work of Extension Master Gardeners (EMG). SFE includes seven categories in which EMGs can demonstrate meaningful contributions to their communities. All SFE applications must show that significant learning took place, whether by the EMGs or the general public.

All Extension Master Gardener volunteer projects are significant to their communities, **but not all are SFE projects**. SFE is designed to recognize **outstanding group projects** and **not an individual who does outstanding work**.

The following questions make up the submission form needed to enter your unit's project as a candidate for a Search for Excellence award. Please ensure that you fill out all sections listed. Incomplete submissions will not be able to be scored and will be disqualified from SFE. The unit supervisor (Extension Agent or EMG Coordinator) will be asked to verify the project and your entry. Please ensure they are aware of and have reviewed your entry before submission.

If you have multiple projects to submit to one or more of the SFE categories, please submit each entry separately.

Please email [emgoffice@vt.edu](mailto:emgoffice@vt.edu) with any questions about Search for Excellence.

\* Required

## Contact Information

1. Extension Master Gardener Unit Name \*

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2. Unit office address (Street address, City, State/Province, ZIP code)

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3. Submitter name \*

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4. Submitter email address \*

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5. Supervising Extension Agent or Advisor/Coordinator Name

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6. Supervisor Title

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7. Supervisor Email

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8. Supervisor Phone Number

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The Search for Excellence project application must be written by the Master Gardeners involved, not by Extension staff. Please provide the following information as part of your application:

9. What category does your project submission fall under? If your project fits under more than one category, choose the option that BEST fits the project. \*

*Mark only one oval.*

- Community Service
- Demonstration Gardens
- Innovative Projects
- Research (Applied Scientific Methodology)
- Special Needs Audiences (Senior, Disabled Audiences, or horticultural therapy)
- Workshop or Presentation
- Youth Programs

10. Name of Project \*

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11. Description of the project \*

Include target audience, goals, location and partnerships. Be sure to address *Simple to Replicate, Practicality, Original and Creative, and Compatible with Extension and EMG Missions* as described in the guidelines.

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12. Methods \*

Discuss planning, implementation, and evaluation (e.g. how results, learning, and impact were documented)

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13. Results \*

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14. Significant Learning and Impact \*

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15. Budget Narrative \*

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16. Names of active Master Gardeners ONLY who are involved in the project from start to finish, and that should receive a certificate. Please do not include their role. Please do not include any other individuals in this listing. Enter names as you'd like them to appear on a certificate. \*

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17. File upload: Up to six (6) digital photos in JPEG format may be submitted with the application. Maximum file size for photos is 1 GB. \*

Files submitted:

Verification from your Extension Advisor/Coordinator is required and must be submitted by that individual. Please provide accurate email information for your Extension Advisor/Coordinator, as the SFE committee will send information directly to them after your SFE entry has been submitted. The Extension Advisor/Coordinator will need to verify the following:

1. Extension Master Gardeners involved are currently in good standing.
2. Photo releases are on file for all individuals in the photos or as required by the applicable laws of the local state or province.
3. All application documents have been reviewed.

The deadline for receipt of this verification is the same date as the application deadline: February 6, 2023. **Any project submitted without Coordinator verification will not be scored.** Please let your Extension Advisor/Coordinator know you are submitting a project and that they should anticipate an email from the SFE team for submission verification.

Extension Coordinators should receive verification details within four (4) business days of SFE submission. If this email does not come through within that timeframe, they can contact the SFE team at **[emgoffice@vt.edu](mailto:emgoffice@vt.edu)**. Once verification has been received from the Advisor/Coordinator, the SFE submitter will be notified.

18. Confirm Extension Advisor/Coordinator email \*

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