

## **ED-208 EDUCATIONAL AIDS COMPETITION GUIDELINES**

### **REVISED SEPTEMBER 2010**

By Amy Schmidt, Jane Frankenberger, Brian Benham, Matt Helmers and Sanjay Shah,  
a subcommittee of ED-208 assigned June 2010

The objective of the annual Extension Educational Aids Blue Ribbon competition conducted by the Extension Committee, ED-208, is to recognize superior Extension education aids published or developed during the 18 months preceding the content entry deadline. The Educational Aids Competition is chaired by the Vice Chair of ED-208, with a subcommittee comprised of category judging coordinators conducting the competition. Entries are judged in 7 categories based on criteria listed on the entry/judging form. Category judging coordinators for each of the 7 categories are selected from among members of ED-208. They in turn recruit qualified entry judges to evaluate and score entries.

The duties of the subcommittee chair, category judging coordinator, and entry judges are:

#### **1. ED-208 Vice Chair (VC)**

- a. Communicates with ASABE Headquarters to plan, schedule and complete the annual competition. Headquarters staff takes the lead in coordinating the paperwork and will contact the VC about needed information.
- b. Selects category-judging coordinators (CJC) from members of ED-208
- c. Communicates schedules, instructions, judging guidelines, and evaluation forms to CJC
- d. Creates a summary of Blue Ribbon winning entries for submission to the ASABE Awards Administrator for inclusion in the Annual International Meeting awards booklet; (NOTE: ASABE notifies the contact person of each winning entry and requests that they communicate the information with all authors on the entry.)
- e. Organizes display of entries and Blue Ribbon Award tags at the ASABE annual meeting

#### **2. Category Judging Coordinator (CJC)**

- a. Receives instructions, judging guidelines, and evaluation forms from SC
- b. Receives entries directly by mail and retains a copy of each entry submission form
- c. Ensures that the "one person to notify" on all entries is an ASABE member
- d. Ensures that all entries are on agricultural and/or biological engineering topics; consults the VC or fellow CJs, if needed
- e. Recruits qualified entry judges (EJ) from colleagues and associates and distributes entries, judging guidelines, and evaluation forms to EJ
- f. Ensures that a conflict of interest does not exist between an entry and an EJ (i.e. EJ from the same university as an entry)
- g. Gathers completed judging results and identifies category Blue Ribbon award winners
  - i. An average submission score of 90% or greater based on three reviews qualifies for a Blue Ribbon.
  - ii. A Blue Ribbon may be awarded at the discretion of the CJC when: a) two reviewers give high scores on an entry while the other reviewer gives a relatively low score, and b) the average score for the entry is close to the required 90% cut-off score. If in doubt about awarding the Blue Ribbon, the CJC will consult the VC.
- h. Informs all entrants about the judging results for their entry and provides a copy of the compiled score sheet and all written comments with judges' identifying information removed
- i. Delivers all entries to the ASABE meeting with the entry forms

**3. Assistant Judging Coordinator (AJC)**

- a. Assists the CJC in identifying EJs
- b. Assumes the role of CJC if the original CJC cannot complete the requirements of their role

**4. Entry Judge (EJ)**

- a. Reviews and scores assigned entries and completes judging evaluation form
- b. Returns completed evaluation form to CJC on schedule

The goal of Blue Ribbon awards is to recognize superior Extension Educational Aids. Keeping standards high and the judging consistent and fair will help ensure continued excellence by ASABE members. It is recognized that the judging of entries is a subjective process. Typically, only the better educational aids are submitted, which compounds the challenge of selecting Blue Ribbon Award recipients. The evaluation form provides the structure by which entries are judged and scored. Each entry is to be judged on its own merit and not in comparison with other materials submitted. However, this process is subjective, based on the individual entry judge's evaluation. The required minimum average score of 90 percent assures that only superior educational aid entries receive a Blue Ribbon. Historically, the percentage of entries receiving Blue Ribbons awards has varied widely across all categories.