

Collin County
Going the Extra Mile (GEM) Recognition Form

Honoree's Name: Maureen Metcalf

Honoree's Job Title: Administrative Secretary

Department: Texas A&M AgriLife Extension Service – Collin County

Years of Service with the County: 5

Why the Honoree is receiving a GEM Award including dates:

When our 4-H agent resigned unexpectedly in early October 2015, Maureen willingly assumed additional responsibilities. In the past, I have inherited most 4-H responsibilities which were added to my current workload but this year was different. Maureen became the resident expert on 4-H Connect, which is our online registration for 4-H membership, volunteer leader screening, registration for all 4-H activities and events. Since this resignation came at the beginning of our new 4-H year, it was critical that this registration process be handled efficiently. Not only was the registration process seamless, all of the registrations for all 4-H events and activities were also, making the FY16 year the smoothest in a very long time. She also handled all of the paperwork for the various validations from October to spring 2016, which are major activities that are very detailed and very exact. This involves ordering the appropriate materials, sorting by schools, working with FFA advisors and 4-H parents, getting all of the signatures on the paperwork, ordering and tracking late tags....the list goes on. In the past, she worked alongside the 4-H agent but she handled it exclusively herself this year due to staff vacancies. If the validation process isn't handled correctly, a 4-H or FFA member might not be able to show their livestock project, which could result in the loss of thousands of dollars if that animal is a market animal and made the sale. Maureen also handled the day-to-day matters, which freed me and other staff members to handle the more technical aspects of managing a volunteer program. We have a very active 4-H program with more than 350 members who participate in many district, regional, and state contests plus major livestock shows. Since our new 4-H agent arrived in late June, Maureen has been training her on the validation process, 4-H Connect, and the various other aspects of our 4-H program.

Going the extra mile is second nature to Maureen. We are very lucky to have her on our team.

Approved by elected official or department head on the 2nd day of December, 2016.

Carrie T. Brazeal

Signature of Elected Official
or Department Head

Carrie T. Brazeal

Printed Name