



Texas Tree Farm Awards

The Texas Tree Farm program, co-sponsored by the Texas Forestry Association (TFA) and the American Tree Farm System, is a forest certification program to promote the growing of renewable forest resources on private lands in the State of Texas.

Since 1945, the Texas A&M Forest Service (TFS) has supported this program in the commission of its sustainable forestry program as well as individual professional participation in the planning and administration of the Texas Tree Farms annual awards banquet/recognition process that is held in October of each year.

The established criteria for this award program makes some TFS employees eligible for recognition based upon their contribution to the goals and objectives of the Texas Tree Farm program.

This procedure establishes the required process for the recognition of TFS employees by the Texas Tree Farm Program.

1. All recognition and awards afforded TFS employees in this program will be in compliance with all Federal and State Laws and System Policies pertaining to gifts and awards including monetary awards.
2. Acceptable recognition and awards to TFS employees would include:
 - a. Certificates and plaques
 - b. Items having a value of less than \$50, not including cash or negotiable instruments
 - c. Comp registrations to banquets, meetings or conferences
 - d. Attendance at annual recognition banquets or presentations
3. Any monetary award or an item of value of \$50 or more may not be accepted by a TFS employee from TFA. However, this award may be submitted in the form of a monetary gift to TFS by TFA for the selected employee.
 - a. TFA will notify TFS Employee Development of any TFS employees selected to receive a Texas Tree Farm award and will remit a check to TFS for the amount of monetary awards to be paid.
 - b. TFS will record the payment as a gift and deposit it into a Restricted Fund account for Texas Tree Farm Program Awards. The monetary award will be made to the employee by the Texas A&M Forest Service at a time and place as established by the Director (most likely at the Annual Personnel Meeting). This award will be considered and recognized as an employee award for service related to Texas Tree Farm program.
 - c. Monetary awards for this program will be processed through the TFS payroll system in the same manner as all other TFS employee awards.

Any questions regarding the handling of an award to a TFS employee should be directed to the Employee Development office.