

**From:** [linda.vrabel](#)  
**To:** [Chris Ghione](#)  
**Cc:** [Casse Castleberry](#)  
**Subject:** Outstanding Citizen Award and Citizen Appreciation Guidelines  
**Date:** Wednesday, December 14, 2016 1:01:23 PM  
**Attachments:** [outstanding\\_citizen\\_award\\_program.pdf](#)

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Hi Chris,

Please find attached a few websites regarding appreciation/awards on these websites and one pdf. I am hoping you can print the information for the LCAC commissions to discuss during our next LCAC meeting.

Everything I found was for a Mayor but I think we can easily change it to our LCAC commission and have the achievements be within our commission's mission/charter.

Have joy this holiday season and in the coming New Year.

Linda

## **1. <http://www.roswell-nm.gov/573/Outstanding-Citizen-Award>**

### **The Criteria**

Outstanding Citizen nominees must meet the following criteria:

- Any youth or adult
- Demonstrates excellence, creativity and initiative in the community to improve the quality of life for our residents
- Devotes a significant amount of time and energy to improve the climate and the quality of life for others in the community
- Inspires others to get involved in our community's vision
- Demonstrates loyalty, dedication, attitude, integrity, as well as service to the community above and beyond.

### **Nomination Deadline**

- 4th Quarter: November 30, 2016

## **2. <http://www.murphytx.org/629/Outstanding-Citizen-Award>**

### **Murphy Matters Outstanding Citizen Award Program**

In an effort to recognize residents and business owners who exemplify what makes Murphy such an excellent place to live, work and play, the City has instituted the Murphy Matters Outstanding Citizen Award program.

The exceptionally giving nature of many of our residents and business owners has been truly gratifying. Whenever any of our City departments asks for volunteers, there is never a shortage of people stepping forward. Likewise, our business partners are always ready to lend a hand with sponsorships or in-kind contributions to our programs and projects.

To bring formal attention to the generosity of residents and businesses, the Murphy Matters program seeks to highlight the donors and present them with a token of appreciation at a City Council meeting.

Eligibility for the recognition includes Murphy residents of any age and owners of Murphy businesses. Criteria for the award covers extraordinary contributions, service, positive impact, civic pride, and volunteerism as well as any other contribution that enhances Murphy's community life.

Candidates for the award may be nominated by filling out an award nomination form, available at City Hall, 206 North Murphy Road or by [downloading the form](#). Forms can also be requested via email by sending a note via [email](#).

These acts of generosity occur all the time, so we are open to receiving these nominations throughout the year. Once they come in, the Mayor and the City Manager review them."

Those nominations that fit the criteria and are deemed worthy of recognition will be placed on the City Council agenda for presentation. The winner and nominator will be asked to attend the meeting to receive the recognition. Appropriate publicity will be provided to the local media.

Murphy is a wonderful community made up of very generous individuals, families and business owners, and it is only proper that we recognize their selfless generosity.

Questions regarding the program can be submitted via [email](#) or by calling Bailey Ragsdale, Executive Assistant to the City Manager at (972) 468-4107.

3.

## Outstanding Citizen Award Program

Do you know any unsung heroes whose praises you'd like to sing?

Do you know any groups within the community which contribute to the city but haven't gotten the recognition they deserve?

The Outstanding Citizen Award Program was initiated on January 25, 2011. On a quarterly basis, awards will be given to citizens residing in the City of Bentonville for their outstanding contributions to the community. By spotlighting these individuals and groups who toil with a smile in relative anonymity, we are actually reflecting upon the quality of citizenship in our community. These quiet heroes are sprinkled throughout the City of Bentonville. They perform deeds silently or with an assuring voice, without fanfare, without the expectation of reward or honor. They serve with grace and humility. This pillar of the community might be teacher, business owner, mother, father, soldier, adolescent, teenager, athlete, community leader, or volunteer...the list is endless. Please consider taking the time to recognize and nominate an individual or group whose contributions make Bentonville a better place to live.

### Nomination Guidelines

#### The Award Categories

There are three categories: Adults, youths (18 or younger) and community groups. Awards will be presented to all three categories on a quarterly basis. See schedule.

#### How to nominate:

Nomination forms can be obtained on the City's website at [www.bentonvillear.com](http://www.bentonvillear.com) or at City Hall offices at 117 West Central, Bentonville, AR. If you have additional questions, please contact the Mayor's Office at (479) 271-5966 or (479) 271-3112.

#### Nominations:

Nominations will be accepted as outlined in the schedule. Anyone can nominate an individual or group. Nominees must reside within the corporate city limits. People of any age can be nominated. Their contribution can be through services to the arts, education, industry, commerce, community, entertainment, sports, or to the welfare of others. The City of Bentonville does not discriminate on the grounds of age, disability, employment status, national origin, or gender.

The Mayor will pick three winners in each quarter; one in each category, i.e., adult, youth and community group.

#### The nomination must include:

- A narrative statement by the nominator, either on the form or attached to it, detailing why the nominated individual is worthy of receiving the award. Please provide specific examples and results where necessary.
- Adequate supporting documents to substantiate the efforts and conditions under which they occurred. These may

include official reports, narratives, news articles, letters of recommendation, and information on any other awards or recognition for the incident.

- The total nomination submission may not exceed 1 page of narrative and no more than 4 pages of supporting documents, for a total of 5 (8.5" X 11") pages.
- All nominations should be legible; preferably typewritten.
- Nominations will be considered during the time period provided and for future consideration. If a nominee(s) is not selected during a particular quarter, the nomination information will be saved for later consideration.
- Nominations should be mailed to:

Mayor's Office  
City of Bentonville  
117 West Central  
Bentonville, AR 72712

The Mayor will announce the awards as outlined in the schedule. An Outstanding Citizen Award certificate will be presented to the winners during a recognition ceremony with the Mayor.

[Please click here for a copy of the 2016 Nomination Schedule.](#)

[Please click here for a copy of the Nomination Form.](#)

#### 4. <http://www.waynesboro.va.us/667/Ceremonial-Item-Guidelines>

The City Council, on occasion, recognizes the exceptional accomplishments of local citizens and groups and their contributions to the community. Likewise, the City Council acknowledges support for worthwhile observances. The City Clerk's Office is responsible for the preparation and scheduling of all ceremonial items for consideration by the Mayor and City Council members. If deemed worthy, ceremonial items are presented by the Mayor or by the City Council designee during presentation ceremonies in the City Council Chamber, at a particular event, or by mail. Requests for preparation of any ceremonial item should be made with the Office of the City Clerk at least two weeks before the function or celebration. All certificates are signed by the Mayor or on occasion, by the Mayor and Council members.

The following is a brief explanation of each ceremonial item:

### **Ceremonial Item Guidelines**

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#### Resolutions

- There are Resolutions of Appreciation and Resolutions of Respect. Both are approved by City Council during a City Council meeting. A Resolution of Appreciation is reserved for special recognition of outstanding contributions by an organization or an individual. A Resolution of Respect is presented to the family of a deceased prominent citizen, council member, or staff member.

#### Proclamations

- This is presented to organizations in observance of a certain day, week, or month, such as "Child Abuse Prevention Month", "American Education Week", or "Black History Month". They are presented to non-profit organizations in connection with national, statewide or local observances or in connection with a significant milestone

Certificate of Recognition

- This is presented in recognition of a significant individual or organizational milestone. This presentation is made at the request of citizens, organizations, and Council members.

Letters of Commendations, Recognition, Greetings, and Congratulations

- These letters are prepared on either the Mayor's or City Council members' stationery and are presented at the request of citizens, Council members, or organizations.

## Outstanding Citizen Award Program

The City of St. Louis Park has established an Outstanding Citizen Award Program that is intended to provide the community with an opportunity to publicly acknowledge the contribution made by certain individuals who have worked and dedicated their time for the betterment of our community.

The City believes it is important to recognize St. Louis Park community members for extraordinary accomplishments, heroic and courageous efforts, and perseverance despite incredible odds. To honor these outstanding efforts, the City has developed a community recognition program to recognize and honor our Outstanding Citizens.

Nominations are based on the following criteria:

- The individual may be nominated by anyone. There are no restrictions on who can nominate the individual.
- A nomination form is provided by the City to serve as a cover and guideline for the submission of nominations. The nomination must include a statement by the nominator, either on the form or attached to it, specifically explaining why the nominated individual is worthy of receiving the award. The nomination must also include adequate supporting documents to substantiate the efforts and conditions under which they occurred. These may include official reports, stories, news articles, and information on any other awards or recognition for the incident.
- The total nomination submission may not exceed six pages (8.5" x 11") of material in 12 pt. font.
- All nominations should be typewritten.

Nominations may be made any time. There is no deadline for submittals. If, in the judgment of the City, the nomination is incomplete, not adequately substantiated or illegible, it will be returned to the nominator for further information and resubmission. To receive additional consideration, it must be resubmitted within 30 days.

Nominations are to be submitted to:

City of St. Louis Park  
Outstanding Citizen Award  
Attn: City Manager's Office  
5005 Minnetonka Boulevard  
St. Louis Park, MN 55416

## Outstanding Citizen Award Nomination Form

### SELECTION CRITERIA

This award is conferred to members of the general public who have made a significant contribution to the community and/or individuals who have worked and dedicated their time for the betterment of our city.

### NOMINATIONS

1. The individual may be nominated by anyone. There are no restrictions on who can nominate the individual.
2. A nomination form is provided by the City to serve as a cover and guideline for the submission of nominations. The nomination must include a narrative statement by the nominator, either on the form or attached to it, specifically explaining why the nominated individual is worthy of receiving the award. The nomination must also include adequate supporting documents to substantiate the efforts and conditions under which they occurred. These may include official reports, narratives, news articles and information on any other awards or recognition.
3. The total nomination submission may not exceed six pages (8.5" x 11") of material in 12 pt. font.
4. All nominations should be typewritten.
5. Nominations may be made at anytime. There is no deadline for submittals.
6. If, in the judgment of the City, the nomination is incomplete, not adequately substantiated or illegible, it will be returned to the nominator for further information and resubmission. To receive additional consideration, it must be resubmitted within 30 days.
7. Nominations must be submitted to:

City of St. Louis Park  
Outstanding Citizen Award  
Attn: City Manager's Office  
5005 Minnetonka Boulevard  
St. Louis Park, MN 55416

## Outstanding Citizen Award Nomination Form

Name of Nominee	
Address	
Telephone	Email

Please provide details to support your nomination of this individual for the City of St. Louis Park's Outstanding Citizen Award. Please provide examples of their contributions, extraordinary accomplishments and dedication to the St. Louis Park community. Include names of other people that may support this nomination. You may attach additional information if necessary (maximum of six pages in 12 pt. font).

Submitted by

Name	
Address	
Telephone	Email