



**TOWN OF DEWEY-HUMBOLDT
ADMINISTRATIVE REGULATION**

AR № 20-01

Subject: *Volunteer of the Year*

Council Approval Date:
January 7, 2020

1. **Scope:** This policy applies to the procedures and regulations involved in the Volunteer of the Year process.
2. **Purpose:** This policy describes the Volunteer of the Year process by identifying who is eligible, the nomination process, the honoree selection and recognition.
3. **Definitions:** For purposes of this policy, the following words and phrases shall have the meanings set forth below:

Volunteer: A person who has given of their time and efforts for the benefit of the Town.

Nominee: A person who is proposed for the recipient of the award.

Honoree: A person who receives recognition for their nomination.

Citizen Committee: A diverse group of individuals/organizations who are involved in the community. Committee members do not have to be a Dewey-Humboldt resident.

Liaison: A Councilmember who can serve on the Citizen Committee as an arbitrator only.

4. Background:

The Town recognizes that this is a great way to express its sincere appreciation for our volunteers who generously give of their time and efforts for the benefit of the Town.

The process begins with a Volunteer of the Year article printed in the Town Newsletter for a maximum of two (2) consecutive months. The article identifies the following criteria that is required for the nomination process:

Who is eligible?: The nomination is open to all Dewey-Humboldt residents who have volunteered in the previous calendar year. Nominees need to have been volunteers as individuals or for organizations that directly benefit the citizens of the Town of Dewey-Humboldt. The organization can be the Town Council, Town Boards/Commission/Committees, including the Planning and Zoning Commission, Open Space and Trails Committee, Firewise, Volunteers for the Town's Activity Center, the Town Library, the Historical Society, Humboldt Elementary School and other Agencies that have programs benefiting the citizens of the Town of Dewey-Humboldt.

Nomination Process: The process is simple. State the Nominee's name, what work has been done as a volunteer and/or the volunteer organization where the Nominee volunteered. Briefly describe why you believe the individual should be nominated, such as how his/her efforts volunteering in the specific organization have made a profound difference in citizens' lives. Each Nominee should be submitted on a separate form. Nominations can be delivered to Town Hall via in person, U.S.P.S., emailed or faxed.

Honoree Selection: The Town Manager appoints a Citizen Committee to review the Nominees and make a recommendation to the Town Council. The Citizen Committee shall be comprised of a diverse group of individuals/organizations who are involved in the community. Members do not have to be a Dewey-Humboldt resident. One Councilmember liaison will serve on the committee as an arbitrator only. Nominees will be judged on the service performed/donated by the nominee; the amount of time and effort spent by the nominee; whether the nominee was nominated for more than one service; and, whether the nominee was nominated by more than one person for their service. After review of the nominations, the Citizen Committee will make their recommendation to the Town Council.

Recognition: The Honoree of the “Volunteer of the Year” Award, along with all that have been nominated, will be recognized by the Town Council at an upcoming Town Council meeting where they will be awarded certificates of appreciation. Nominees’ guests and other dignitaries will be able to express their appreciation for the Nominee. The Volunteer of the Year plaque will be updated with the Honoree’s name and date. This plaque is displayed in Town Hall. This is a wonderful way for the Town to express its sincere appreciation for our volunteers and a great opportunity for volunteers to inspire others through their stories.

5. Policy:

In order to recognize those citizens that have so generously given of their time and efforts for the benefit of the Town, the Town has decided to implement procedures for the Volunteer of the Year process. With the Council’s approval, the Town Manager has implemented the following:

5.1. The Volunteer of the Year procedure process.

- a. The process begins with a Volunteer of the Year article printed in the Town Newsletter for a maximum of two (2) consecutive months. The article identifies the criteria that is required for the nomination process.
- b. All nominees must have volunteered in the year of the nomination period. Nominations are to be date stamped when received, with one nomination per submittal.
- c. A Citizen Committee is to be formed by the Town Manager to review all nominations, with one Councilmember as a liaison to serve as an arbitrator. The arbitrator does not get involved with the selection process.
- d. A Staff Council Communication is to be added to a Town Council’s Agenda for their approval of the Citizen Committee’s recommendation for Volunteer of the Year.
- e. All nominees will be contacted, advised of their nomination and thanked their volunteerism.
- f. A date gets scheduled for the Volunteer of the Year celebration. All nominees, their guests, dignitaries, volunteer organizations representatives, Staff, Council, media and the public will be invited to attend the celebration and the Town Council meeting where everyone will be recognized for the volunteerism.
- g. Certificates of appreciation for all nominees and the winner of the Volunteer of the Year are to be made and the Perpetual Plaque will get engraved with the name of the Volunteer of the Year.
- h. Notification to the public of the Volunteer of the Year celebration will be made via the Town’s website, Facebook, Constant Contact and the Town’s Newsletter.

TOWN MANAGER APPROVAL

Initial: ETP

Notes: _____