



CITIZEN OF THE YEAR GUIDELINES

The City of Chesterfield recognizes many of our citizens contribute in a significant manner to the City each day without reward or recognition. These include people who have brought honor upon themselves and the community through some outstanding accomplishment, as well as service-minded volunteers who simply want to be involved and helpful. The City is desirous of recognizing those individuals who have contributed a significant and useful service to the community and the City of Chesterfield.

Selection Criteria

Citizens to be selected for recognition should meet the following criteria:

- Actions being recognized should benefit the overall community of the City of Chesterfield and its residents in some manner through volunteerism, work performed on community projects, and overall civic contributions to the community.
- Individuals nominated should preferably be a resident of the City of Chesterfield. If not, the accomplishment should take place in the City.

Nomination Guidelines

- One nomination per person per household (spouses can be nominated jointly).
- Previously nominated individuals **can** be re-nominated.
- A nominee cannot serve on the Selection Committee.
- The person nominating an individual cannot serve on the Selection Committee.
- City Employees will not be considered for the award.
- Elected officials serving in any office within Chesterfield's boundaries are not eligible.
- The nominee cannot work in a paid position for which their efforts are being recognized.

Selection Process

An on-line nomination form will be available on the City's web site at www.chesterfield.mo.us or call 636-537-4000 for assistance. This Nomination Form **must** be used for all nominations. No attachments or enclosures are permitted.

All nominations are due the first Friday in February. Nominations will not be accepted after this date. All nominations will then be forwarded to the Selection Committee for their review, comprised of appointees from each ward, the prior year's recipient, and appointees from various civic organizations in Chesterfield. Once a candidate has been chosen, the nomination will be forwarded to City Council for final approval.

Recognition Process

The recipient will be recognized at a City Council meeting in March, with a reception following at City Hall to celebrate with friends and family.

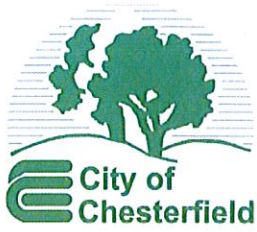
Updated: May 2015

Procedures for Citizen of the Year Award

Updated 3-7-2016

- Place article in the December issue of the Chesterfield Citizen requesting nominations to be due by the first Friday in February.
- Make sure on-line nomination and handout form has been updated with current dates due.
- E-mail application and guidelines to all Citizen Committee Chairs for distribution.
- Use List Serve List for Trustees and send out a notice to them, linking it back to the Web Site.
- Prepare media release in early January requesting nominations.
- Secure Selection Committee. Selection Committee is comprised of 10 members:
Nominators can not sit on the committee.
 - One resident member from each ward, as suggested by Council members (4)
 - The immediate past winner (1)
 - Citizen Committee representation (4) –rotating basis from each council subcommittee. If there is a co-chair, only one may participate.
 - Citizens Committee for the Environment
 - Older Adult Task Force
 - Parks, Rec & Arts and other citizen committee, including Police Personnel Board
 - Civic/Community Representation (1) Chamber Board or Rotary or Kiwanis's, etc.
- Contact previous year's Ward representatives to see if they are interested in serving. If not, e-mail City Council Members by ward to see if they can suggest someone. Jerry Right, typically representing the Chamber Board, has served as the Chairperson for many years. If he isn't available, contact Chamber of Commerce to obtain a Board Member representative. Try to find new representatives from the citizen committees.
- When Selection Committee members are secured, schedule the meeting for mid-February at City Hall at 5:30, so there's time to reschedule if inclement weather occurs. The goal is to present the award at the last March Council meeting.
- In PDF format (combined in one document), e-mail the nominations to the Committee with information about the upcoming meeting. Let them know you will have copies at the meeting so they don't have to print it.
- For the selection committee meeting, prepare copies of the nominations and the selection criteria for them to have at the meeting. The staff liaison should plan to attend this meeting and take notes of actions taken for the file. Do not contribute to the discussion if you should know the nominees. Mr. Right will lead the committee or should he not attend, a chairperson should be nominated. Make sure everyone introduces themselves.
- Once the Committee has made a selection, prepare an e-mail to the Mayor and Council and copy the Management Team and City Clerk listing those who were nominated and some brief information about the award recipient. Attach their nomination form as well. (see previous e-mails in file).
- Once the nomination is approved by the Mayor and City Council, notify the winning candidate by phone and let them know when the award will be presented and encourage them to invite family and friends. Advise them there will be a reception in the Multi-Purpose room following the presentation. Additionally, notify the person who nominated them and encourage them to spread the word about the reception & presentation.
- ORDER THE AWARD for Citizen of the Year from Ideas Promotions (Dianne Gibbs 636-733-8225) and from Crown Trophy have their name added to the running list of names on the plaque kept in the first floor display case. Also prepare a bag of Chesterfield promo items and a flower bouquet if a female.
- Prepare a PROCLAMATION

- Reserve the Multi-Purpose Room for the Reception
- As a courtesy, notify by e-mail each of those who were nominated and attach only their nomination form, telling them the selection committee met, the recipient chosen, recognition date, etc.
- Notify by e-mail each of those who nominated someone that a recipient was selected, the person's name, and when they will be recognized.
- Prepare a media release in advance of the presentation so their friends, family & community can attend the reception. Make sure it's done enough in advance for West News to publish. You may need to get certain information from the recipient such as their address (for Ward purposes), work history, volunteer history, if they've served as a trustee, family info, etc. to help with writing the press release and the proclamation.
- Obtain table coverings, decorations, snacks and drinks for the reception.
- Ensure someone is at the meeting with a good camera for photos.
- Prepare a media release for the day following the Council Meeting, announcing the winner and include a photo of the Mayor presenting award to the recipient. Post this on web site in Media Releases and post on social media outlets as well.
- Prepare an article for the June issue of the Chesterfield Citizen about the award recipient with photo.



CITIZEN OF THE YEAR NOMINATION FORM

Date:

Name of Nominee:

Submitted By:

Address:

Address:

Phone #:

Phone #:

e-mail:

e-mail:

Description of accomplishments or actions and why you believe this individual merits this award.
Nomination information must be limited to this page at a font no smaller than 10 pt.