

Policy Statement

Annually, the Foundation shall solicit nominations from various entities and members of the public to recognize outstanding contributions made in several designated categories, outlined below, that further the combined missions of the Foundation for Carson City Parks and Recreation (Foundation) and the Carson City Department of Parks, Recreation, and Open Space (Carson City Parks).

The Board of Directors (Board) of the Foundation will review, by category, all nominations received by that year's deadline for their receipt. The Board at its sole discretion will select an awardee or awardees for each category, unless the Board determines that no suitable nomination was received for a specific category. The Board, at its sole discretion, may upon review of the nominations received, elect to not extend recognition in any one or more categories.

Successful nominees will be recognized in July of each year, to coincide with National Parks Month, and the names of the awardees will then be inscribed on the monument maintained for that purpose in Mills Park.

The categories in which nominations will be solicited are:

- a. Volunteer of the Year
- b. Volunteer of the Years
- c. Organization of the Year
- d. Business of the Year

In addition to the four categories shown above, the Board may elect to extend special recognition for an extraordinary contribution to the joint missions of the Foundation and Carson City Parks by an entity or entities (Identified on Nomination Cover Sheet and below as "Other").

Criteria for Recognition Eligibility by Category

Volunteer of the Year

This recognizes an individual or individuals who, independent of an organization, made a significant contribution during the preceding 12 months to the furtherance of the combined missions of the Foundation and the Carson City Department of Parks, Recreation and Open Space. An individual's or individuals' affiliation with an organization does not preclude their being considered for recognition; however, their contribution should rise above or transcend that of their organization.

Volunteer of the Years

This recognizes an individual who, independent of an organization, made a significant contribution to the furtherance of the combined missions of the Foundation and Carson City Department of Parks, Recreation and Open Space over a significant, multi-year, period of time.

An affiliation with an organization does not preclude their being considered for recognition; however, the contribution should rise above or transcend that of the organization.

Organization of the Year

This recognizes a non-commercial organization that, as a singular entity, made a significant contribution to the furtherance of the combined missions of Foundation and the Carson City Parks during the preceding 12 months. The contribution may have occurred over any length of time within the 12-month window or it may have been a one-time occurrence.

Business of the Year

This recognizes a commercial entity that made a significant contribution to the furtherance of the combined missions of the Foundation and Carson City Parks during the preceding 12 months. The contribution may have occurred over any length of time within the 12-month window or it may have been a one-time occurrence.

Other

The Foundation may, if a sufficient case is made by the nomination's supporting narrative, recognize an entity, organization, individual, or individuals whose singular or cumulative contribution to the furtherance of the missions of the Foundation and the Carson City Department of Parks, Recreation and Open Space is extraordinary enough that they deserve special recognition outside of any of the categories listed above. A nomination in this category requires an extensive detailed justification.

Solicitation of Nominations

The Foundation will solicit nominations from the general public via press release(s), its email mailing list, Facebook page and web site by April 1 of each year. Nominations from Carson City Parks and the Carson City Parks Commission will be solicited via email or other written communication to the Director of Carson City Parks and the Chairperson of the Carson City Parks Commission.

Nominations

- All nominations submitted for consideration must include:
- The nominator's name, contact information, and relationship to the nominee.
- The category for which the nomination is submitted.
- Nominee's full name and contact information, including, at a minimum, the nominee's telephone number and mailing address, if known an email address should also be provided.
- A succinct justification, not to exceed 250 words, which tells the Foundation exactly why the nominee should receive recognition.
- A brief biography, not to exceed 200 words in length, of the individual(s) or entities being nominated.

Procedure to Review Nominations and Select Awardee

In June of each year, the Board of Directors will, at its regular monthly meeting, or at a specially called single-purpose meeting, review by category for appropriateness and merit all nominations received and, by simple majority vote cast by the Board members present, select one or more, or none, of the nominations received in that category.

Process/Task Timeline by Month

February:

- Finalize schedule for the current year's awards.

March/April:

- Press release regarding current year's awards following the March Board Meeting, but no later than the end of the first week of April.

May:

- Nominations from Divisions within the Carson City Parks are due to the Carson City Parks Director no later than the end of the second week of the month.
- Follow-up news release for awards nomination, and final solicitation for nominations from the public, no later than the last week of the month.
- Begin planning for post-awards reception at the Wungnema House.

June:

- Deadline for members of the public, Carson City Parks, and the Carson City Parks Commission to submit nominations for the current year's awards is no later than the Monday preceding the June Board of Directors meeting.
- Memorials due w/payment no later than the June Board of Directors Meeting.
- Nominations reviewed and awardees selected at the June Board of Directors Meeting or at special meeting called for the express purpose of reviewing nominations and selecting awardees.
- Board President will contact awardees as soon after their selection as is practical.
- Press release announcing awardees issued during the last week of June. Request publication through the date of the awards ceremony.
- Arrangements made to have awardees names engraved on memorial.

July:

- Create appropriate award certificates for each of the current year's awardees created.
- Award lists for the Wungnema House and the Department of Parks, Recreation and Open Space are revised prior to the awards ceremony.
- Award ceremony and Wungnema House open house held on the second Wednesday in July.
- Post mortem for award cycle scheduled for the July Board meeting.