



## **Citizen Recognition Program November 2016**

### **Nominate an outstanding citizen of Spearfish for the Citizen Recognition Program**

The City of Spearfish's Citizen Recognition Program was created by the City of Spearfish's Mayor and City Council to acknowledge outstanding citizens who have made a significant contribution to, or positive impact on the citizens of our community. Citizens who receive the Citizen Recognition Award have exemplified a strong sense of volunteerism, civic pride and commitment towards the betterment of our community. Therefore, in order to more formally recognize and award such ongoing efforts and to promote the spirit of civic awareness and pride, the City of Spearfish hereby establishes its Citizen Recognition Program with the stated purpose of identifying and recognizing individuals who have made a difference in enhancing and improving the quality of life in the community.

The City of Spearfish Recognition Presentations is comprised of congratulatory letters, certificates, and proclamations. Each presentation is ceremonial in nature and is issued by the mayor or a councilmember. They are intended to honor and celebrate special events, significant issues or increase awareness of programs and people that make Spearfish one of the most livable cities in the nation.

### **PURPOSE AND OBJECTIVE**

- To recognize actions that create a sense of home and belonging in our community;
- To motivate all citizens to positively contribute to the quality of life of our community;
- To recognize outstanding citizens during a regularly scheduled city council meeting.

### **ELIGIBILITY AND SELECTION CRITERIA GUIDELINES**

- All citizens that have resided or worked in the City of Spearfish for at least 12 consecutive months are eligible;
- There is no age limit for nominees to be eligible;
- Nominations are based on overall positive achievement, impact, and/or contribution(s) to the community;
- Recipients should only receive one (1) Citizens Recognition Award in a 5 year period.

- An organization may request only one presentation annually.
- All requests must be submitted at least 30 days prior to the presentation date.
- Presentations are issued at no charge to individuals or groups and retains the rights to edit all presentation text to reflect the city’s vision, mission and goals.

Should exceptional circumstances arise in which it would be appropriate to either recognize an individual who resides outside of the City of Spearfish, to recognize an individual outside of the regular application period or outside of the listed guidelines, the Nomination Committee has the flexibility to consider such nominations and to forward recommendation(s) to the city council for approval.

### **NOMINATION PROCEDURE**

The nomination procedure shall include the filing of the Citizen Recognition Program application form with the City Hall located at 625 Fifth Street, Spearfish, South Dakota 57783 or email. Nominations will be accepted on an ongoing basis and can be made by a City of Spearfish resident or an organization based in Spearfish.

Awards may be given four (4) times per calendar year or at the discretion of the committee, mayor or council. Nominations that meet the eligibility requirements will be reviewed and considered by the Mayor and a select committee. An award recommendation shall be forwarded to the full city council on the month prior the scheduled award month at which time the city council shall announce its decision.

### **AWARD**

The following guidelines will be used to assist in determining the type of award recognized and how it may be issued.

#### ***1. Letters of Appreciation/Congratulations:***

- *Will be issued by the mayor or by a councilmember*
- *In celebration of achievements and recognizes individuals or organizations for their accomplishments*
- *In recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients*

#### ***2. Certificates of Recognition:***

- *Will be issued by the mayor or by a councilmember*

- *In celebration of achievements and recognizes individuals or organizations for their accomplishments*
- *In recognition of individual birthdays, anniversaries, retirements, professional celebrations, and award recipients*

### **3. Proclamation:**

*All Proclamations **must** be presented by the mayor or a councilmember. If they are not available, a Certificate of Recognition may be issued at your request.*

*A proclamation is an act that formally declares to the general public that the government has acted in a particular way. It is a written or printed document issued by a superior government executive such as the president, governor or mayor, which sets out such a declaration by the government.*

#### ***Proclamations are issued for:***

- *Individual birthdays 100 years or greater*
- *Local city events*
- *National or international groups hosting events within the City of Spearfish with an in-city sponsor*
- *Local business milestones*

#### ***Proclamations will not be issued for:***

- *Matters of political controversy, ideological or religious beliefs, or individual conviction*
- *Events or organizations with no direct relationship to the City of Spearfish*
- *Campaigns or events contrary to city policies*

### **PROCESS FOR AWARDING A RECIPIENT**

- Each recipient will receive a Formal Letter of Recognition signed by the Mayor and Council;
- Will be recognized in the local newspaper (Black Hills Pioneer);
- Will be recognized on the City of Spearfish's social media sites as well as on the city's newsletter;

- Will receive an award of recognition at a regularly scheduled City Council Meeting.

### **NOMINATION FOCUSES**

Focuses for the Citizen Recognition Award are based on but not limited to aspects in whole or in part of the current Mission Statement of the City of Spearfish.

Exceptional service and/or contributions to the City of Spearfish should be either for a lifetime contribution or a specific act within twenty-four (24) months of the nomination period.

Examples of Nomination Focuses include but are not limited to:

- Civic Responsibility
- Community Spirit
- Innovation
- Volunteer Services
- Mentoring & Coaching
- Contributions to Spearfish
- Responsible Developmental and/or Environmental Practices
- Economic Resilience
- Community Pride

### **DOCUMENTS**

- **Citizen Recognition Program Application**