

Wilson Human Relations Commission

Paul Lee Stevens Humanitarian Award

2012 Nomination Information & Instructions



Paul Lee Stevens was a well-known humanitarian in the Wilson community for nearly a quarter of a century. He served as Vice-Chair of the Wilson Human Relations Commission during 1980's. Mr. Stevens died on September 2, 1997. Due to his membership on the commission and exemplary achievements, the commission decided to name an award in his honor – the Paul Lee Stevens Humanitarian Award. This award is the highest honor the commission can bestow on an individual that has given unselfishly above and beyond the call of duty to help poor and disadvantaged persons obtain basic life necessities, education, food, clothing, medicine, etc., while maintaining their human dignity.

Part 1 – Nomination Form

- Nominations must be made based on volunteer work, not employment or profession. Should the nominations overlap with employment, the documentation must clearly show evidence of going above and beyond job expectations and responsibilities.
- A complete nomination form must be submitted by the deadline.
- The nominee must be a current resident of Wilson, North Carolina.
- A favorite photograph of the nominee is requested. Photographs will be used in a display honoring all nominees during the Awards Banquet. *(Photos cannot be returned, 5x7 or smaller preferred)*

Part 2 – Recommendation Letters

Nomination Letter # 1 - Achievements of Nominee

The nomination letter is written by the individual submitting the nomination. The letter must include details describing the recipient's achievements and contributions within at least three (3) of the following categories:

- nomination must be made regarding volunteer work, not a person's profession or job.
 - uses his/her volunteer time, talents and resources to help disadvantaged and oppressed citizens.
 - promotes communication among groups and citizens in an effort to overcome obstacles and open doors to solutions.
 - provides leadership development through coaching, mentoring, modeling and/or networking.
 - facilitates orderly change by anticipating areas of stress; identifying problems affecting people and working to conciliate grievance and otherwise using whatever community resources necessary to solve problems that result from oppression, discrimination or injustice.
 - demonstrates through his/her personal and/or professional activities a concern for the rights of all citizens.
 - organizes and facilitates networks and enterprises to ensure equity and access for all citizens.
 - assists in the establishment of a human rights program in the community and promotes innovative structures to achieve goals of equity.
 - promotes an open community in the city and works toward the eradication of all discrimination, injuries and injustice.
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- Letter of Support # 2** - additional letter of support for the nominee
 - Letter of Support # 3**- additional letter of support for the nominee

(All letters must all be submitted with the nomination form by the published deadline.)

Human Relations Commission Awards Policies



1. All nominees for the Humanitarian of the Year award must be a current resident of Wilson County.
2. All nominees for the Treasures Awards may be a resident, employee or volunteer within Wilson County.
3. Nominations must be made based on volunteer work, not employment or profession. Should the nominations overlap with employment, the documentation must clearly show evidence of going above and beyond job expectations and responsibilities.
4. It is the nominator's responsibility to provide the nominee's correctly spelled name and correct address for communication. All correspondence, awards and printed materials will use the name as provided by the nominator.
5. Only one person per household may be submitted for nomination. In special circumstances, siblings or spouses may be submitted as a team or duo. If a submission of more than one person per household is truly warranted, it must be approved prior to the award deadline by the Human Relations Director.
6. Nominations may not be submitted by current Human Relations Commissioners or staff members. Commissioners and staff are expected to encourage and promote nominations by community members.
7. A nomination letter must be submitted with each form.
8. Letters of support are provided in addition to the nomination form and nomination letter. The Humanitarian award requires two additional letters of support. Treasure Awards do not require additional letters of support.
9. Nomination letters and Letters of Support may be submitted by family members. Additional documentation or letters by non-family members are highly recommended.
10. Individuals or groups may not be submitted for more than one award by the same nominator.
11. Photograph are not used as part of the selection process, but may be submitted as supporting documentation. Photos should be 5x7 or smaller. Photographs may be used in a display honoring nominees and award winners during the awards ceremony. Photos are not guaranteed to be returned.
12. Nominations must be accompanied by an original nomination letter written and signed by the nominator.
13. Due to the electronic age and the ease of duplication, each letter submitted must be original in content and signed by the author. Duplicate letters will not be accepted.
14. Community organizations, Civic groups, Neighborhood Associations and other community groups are encouraged to submit at least one nomination, with a limit of three nominations per group.
15. All letters, and the nomination forms, must all be submitted by the published deadline.
16. Incomplete nominations will not be considered.
17. If the nomination does not meet the award qualifications, the nominator will be notified and the nomination will automatically be disqualified. *For example:* If an individual is nominated for group award the nomination will be withdrawn.
18. Nomination letters and additional support letters should be detailed and very descriptive of the nominee's achievements as related to the award. The letters should contain information unique to the individual describing how he/she has made strides and deserves recognition within the award category. Letters with specific details aids the selection committee in understanding the nature of the nomination. Brief letters or form letters do not aid and will weaken a nomination's consideration.
19. Nominations may not be made posthumously. In the event that a nominee passes after the nomination, but before the banquet is held, the nomination will remain in place and proceed as normal. A presentation can be made on behalf of nominee to the family or community organization.
20. Award nominees may be released, upon request, but only after the selection process is complete. Award winners are kept confidential and will be announced only during the awards ceremony.
21. All nominations, forms, letters, documentation and selection committee discussion are kept confidential. Information regarding nominees and award winners will be released at the discretion of the Human Relations Director in accordance with the City of Wilson policies and procedures.

Questions? Contact the Human Relations Office, 252-399-2038

Part 2 – Nomination Letter

Please print clearly.

Person submitting Nomination: _____

Mailing Address: _____
Street / PO Box city state zip

Home Telephone: _____ Daytime Telephone: _____

Email address: _____

My nomination letter is attached. It answers at least three (3) of the questions below. The nomination letter provides detailed information, stories and examples. The nomination letter is in addition to the (2) letters of support. *(letters may be submitted on separate pages as needed.)*

✓ **Check 3 questions answered in the Nomination Letter.**

- Describe how the nominee has used his/her time, talents and resources to help disadvantaged and oppressed citizens.
- Describe how the nominee has achieved financial backing or formal organizational support to improve the lives of citizens.
- Describe how the nominee has promoted communication in an effort to overcome an obstacle and open doors to solutions.
- Describe how the nominee has demonstrated leadership in efforts to ensure equity and access for all citizens.
- Describe how the nominee has demonstrated through his personal and/or professional activities a concern for the rights of all citizens.
- Describe how the nominee has assisted in the establishment of human rights programs in the community that improved the quality of life for citizens.
- Describe how the nominee has promoted an open community in the City of Wilson and has worked toward the eradication of all causes of injuries, discrimination and injustice.

I have read, understand and followed the award nomination policies.

Signature of Nominator

Date