

Wilson Human Relations Commission

Treasures of Our Community

2012 Nomination Information



Along with the annual Paul Lee Stevens Humanitarian Award, the Human Relations Commission will recognize other "Treasures of Our Community". We encourage individuals, churches, civic groups, non-profits, businesses and neighborhoods to apply or nominate. These living treasures deserve a special distinction by our beloved community. Nominations are based on volunteer service and community contributions.

Nominee Name: _____

Address: _____
Street / PO Box city state zip

Phone: (_____) _____

Email: _____

Award Category: (*select one*)

- Youth on the Move Award** – given to a young citizen (k-12th grade) for community involvement
- Inspirational Volunteer Award** – recognizing a volunteer that inspires others to participate
- Community Initiative Award** – given to an individual or group that has initiated a new program that helped or improved the Wilson community
- Good Neighbor Award** – given to an individual or group for their contributions to their neighborhood
- Community Spirit Award** – given to an individual or group that gives back to the community
- Civil Servant Award** – given to a member of the fire, paramedic, or law enforcement who has provided volunteer services in the community, above and beyond professional requirements or job expectations

Recommendation letter attached

On a separate page please describe your reasons for nominating the individual or group noted above. All submissions should be typed, or in print. In your nomination please include details such as what sets this nominee apart, unique actions taken, how the nominee has contributed to the Wilson community and what separate this individual from others. Brief letters or form letters weaken a nomination.

Yes, I have confirmed the Nominee's name and address provided above is up-to-date and correct. I understand this is how the nominee will be contacted and invited to the celebration.

I have read, understand and followed the award nomination policies provided on the back of this form.

Nominated by – Name: _____

Address: _____
Street / PO Box city state zip

Phone: (_____) _____

Email: _____@_____ . _____

Signature/Date: _____

Submissions are due to the Human Relations Office by Friday, January 20, 2012.
in the City Hall Annex, 1st floor or mail to: P.O. Box 10, Wilson, NC 27894 ♦Questions? Call 399-2308



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. Photographs 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