

Wilson Human Relations Commission

Paul Lee Stevens Humanitarian Award

2019 Nomination Information & Instructions

Nomination due by: **Thursday – January 31, 2019**



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.

All nominees will be invited to attend the annual *Human Relations Awards Banquet* on Friday, February 22, 2019 - celebrating Human Relations month.

Step 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.

Step 2 – Recommendation Letters:

- Letter # 1 - Nomination Letter of Achievements**
The nomination letter is written by the individual submitting the nomination. The letter must include details describing the recipient's achievements and contributions.
- Letter # 2 – Letter of Support** - additional letter of support for the nominee
- Letter # 3 - Letter of Support** - additional letter of support for the nominee

To help your nominee be seen in the best of light, letters should not be vague or general, they should contain as many details and unique information as possible. Here are some suggestions from the review committee....

- describe how this nominees has helped others, share the full story as if we've never met the nominee
- provide information that sets this nominee apart from other nominees
- tell specific examples as to how this nominee has contributed to the Wilson community
- share unique actions demonstrated by the nominee such as decisions, skills, volunteer work and leadership
- if related to an event/program/group include dates, times, places, attendance and results or outcomes
(All letters must all be submitted with the nomination form by the published deadline.)

Note: brief, vague or form letters are rarely chosen as winners, share the details and help your nominee win!

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 other community members.
7. An original nomination letter must be submitted with each form and an original signature provided by the nominator.
8. New – An individual that wins the Humanitarian Award may not be nominated again the following year. A winning nominee may be recommended for a *Treasure of the Community* award with new information associated with the current calendar year, but must sit out the Humanitarian Award cycle one year.
9. 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 but they will be considered if submitted. .
10. Nomination letters and Letters of Support may be submitted by family members. Additional documentation or letters by non-family members are highly recommended.
11. Individuals or groups may not be submitted for more than one award by the same nominator.
12. 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.
13. 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.
14. All letters, and the nomination forms, must all be submitted by the published deadline.
15. Incomplete nominations will not be considered. Unsubstantiated or false information will automatically disqualify a nomination.
16. 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.
17. 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 review committee in understanding the nature of the nomination. Brief, vague or form letters do not aid the review and will weaken a nomination's consideration.
18. 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.
19. 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.
20. 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, 252-399-2308

