

Wilson Human Relations Commission

Treasures of Our Community

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



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

Recommendation Letter attached - In the recommendation letter, please write details that....

- describe how this nominee has helped others, provide detailed examples, tell the full story
- 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 recent event or program, include date, time, place, attendance and results or outcomes

Nominee Name/ Group: _____

If nominating a group, give an individual Contact name: _____

Address: _____

Street / PO Box *city* *state* *zip*

Day Phone: (_____) _____ Alternate Phone: (_____) _____

Email: _____

Award Category: (*select one*) – selection will be based on community impact and specific award requirements

- Youth on the Move Award** – for an individual or group of young citizens (k-12th grade) with a high level of community involvement, leadership or volunteerism.
- Inspirational Volunteer Award** – recognizing an individual volunteer that inspires others to participate
- Good Neighbor Award** – for an individual or group making contributions to a specific Wilson neighborhood
- Community Initiative Award** – for an individual or group that has initiated a new program that helped or improved the Wilson community
- Community Spirit Award** – for a group that gives back through community volunteer service or projects

Nomination Confirmation – *I have read, understand and agree to follow the award nomination policies, and....*

- I have confirmed the spelling of the Nominee's name and the address provided above is correct.
- The information provided within this nomination is truthful, accurate and documented.
- I understand the office will use the information I provide to invite the nominee to the celebration.

Nominated by – Print Name: _____

Address: _____

Street / PO Box *city* *state* *zip*

Phone: _____ Email: _____

How did you learn about these awards? _____

Signature: _____ Date: _____

Submissions are due to the Human Relations Office by Thursday – January 31, 2019
City Hall Annex, 104 Goldsboro Street • 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. NEW – If a person/group won an award, they may not be nominated for the same award the following year. They may be nominated in a different category with new information associated with the current calendar year, but must sit out the nomination cycle for 1 year in the category in which they won.
7. 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.
8. An original nomination letter must be submitted with each form and an original signature provided by the nominator.
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