



GUIDELINES FOR SELECTING RECIPIENT OF THE NEIL HENRY VOLUNTEER AWARD

POLICY

In July 2003, the City Council established the Neil Henry Volunteer Recognition Award. The purpose of this award is to honor community members who, while serving in an official capacity, distinguish themselves for activity significantly above and beyond the norm of volunteerism and who, through their own initiative and dedication, have performed exceptional or exemplary long-term service to the community of Santa Clara. This award is granted on a case-by-case basis and is not tied to annual recognition or other awards ceremonies.

PROCEDURE

1. An Awards Committee shall be responsible for evaluating nominees for this award and selecting recipients. This committee shall consist of one City department head (three year term), one City Manager's Office representative (standing committee member), and one City department volunteer coordinator (two year term). Committee members shall serve for the above described time periods beginning October 2003. Selection of the department head and volunteer coordinator shall be rotated among City departments with active volunteer programs. The department head serving on the committee shall call meetings as needed to review nominations.
2. Nominations for this award may come from any City department. The nomination must be submitted in written form and must outline the nominee's contributions that distinguish the nominee for ". . . activity significantly above and beyond the norm of volunteerism and who, through their own initiative and dedication, have performed exceptional or exemplary long-term service to the community of Santa Clara."
3. Presentation of the Neil Henry Award shall be made at a City Council meeting as a Special Order of Business. The recipient will receive an appreciation plaque describing his/her exception or exemplary long-term service to the community. Additionally, a perpetual plaque will be on display at City Hall listing the names of all recipients.

Reference:

***City Council-approved policy dated October 2003
Guidelines for Recognition of Volunteers, Community Leaders, and
Outstanding Citizens dated September 2003***