



## GUIDELINES FOR RECOGNITION OF VOLUNTEERS, COMMUNITY LEADERS, AND OUTSTANDING CITIZENS

### **POLICY**

The City Council may award certificates, tiles, plaques of appreciation, City medallions, or other items to recognize a volunteer, community leader, or outstanding citizen who has provided a significant service to the City.

### **PROCEDURE**

Awards are authorized by the City Council according to the following guidelines:

1. **City Medallions** shall be awarded to:
  - ◆ Outstanding citizens at the discretion of the City Council.
2. **Engraved Clocks** shall be awarded to:
  - ◆ Council Members who have served one or more terms, upon leaving office.
3. **Special Engraved Plaques**
  - ◆ Council Members who have served one or more terms as Council Member, and one or more terms as Mayor, upon leaving office.
4. **Appreciation Plaques** “The City of Santa Clara is a great City because of the efforts of people like you” shall be awarded to:
  - ◆ Outgoing Council Members and other elected officials.
  - ◆ Commissioners who have served one or more terms.
  - ◆ Youth Commissioners who have served four one-year terms.
  - ◆ Volunteer Fire and Volunteer Police Reserves upon their retirement.
  - ◆ Outstanding citizens who are deserving of special recognition, who have voluntarily served the City in an extraordinary capacity on a single occasion (.g., Olympic medallists) or in a special capacity over an extended period of time\* (e.g., as a member of a standing committee). Awards in this category are at the discretion of the City Council and are considered individually.
5. **Small Presentation Items (e.g. tiles, paperweights, etc.)** shall be awarded to:
  - ◆ Commissioners who have served less than one term, but have attended at least one year of Commission meetings
  - ◆ Youth Commissioners who have served at least one but less than



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four one-year terms.

- ◆ Volunteers and community leaders who have served in a special capacity on a limited basis; for example, one who has worked on a short term committee, or who has organized a single event. Awards in this category are at the discretion of the City Council and are considered individually.
6. **Framed Letters of Appreciation Signed by the entire City Council** shall be awarded to:
- ◆ All Outgoing City Council Members.
  - ◆ Outgoing Commissioners who have served one or more terms.
  - ◆ Other outgoing elected officials.
7. **Framed Letters of Appreciation Signed by the Mayor** shall be awarded to:
- ◆ Commissioners who have served less than one term.
8. **Framed Certificates of Appreciation signed by the Mayor** shall be awarded to:
- ◆ Those individuals receiving small presentation items.
  - ◆ Commissioners who have attended less than one year of Commission meetings.
  - ◆ Participants in special municipal events, projects or programs (i.e. Arbor Day, Public Safety Providers Week, City contests)

**Reference:**

***Per Council approval September 2003  
Naming of Facilities Policy, August 2003***

***\* e.g., The Neil Henry Volunteer Recognition Award, established by City Council in July 2003.***