

**DINUBA CHAMBER OF COMMERCE
ANNUAL AWARDS POLICY
JUNIOR & SENIOR CITIZEN AND DISTINGUISHED SERVICE AWARDS**

The Dinuba Chamber of Commerce, in recognition of outstanding contributions to the community, annually presents a Junior Citizen award, Senior Citizen Award, and if warranted, a Distinguished Service Awards.

1. Criteria:

JUNIOR CITIZEN OF THE YEAR — must be between the ages of 20 and 54.

SENIOR CITIZEN OF THE YEAR — must be 55 or older.

DISTINGUISHED SERVICE AWARD — will be selected from those nominated in both the Junior and Senior categories. This award will be given to that person who most exemplifies those qualities of service and dedication to the community.

2. Nominations:

Nominations will be accepted from the community at large. All nominations must be made on the form supplied by the Chamber. Nominations must be **postmarked by December 01**. Please list those qualities of service and dedication to the community, specific accomplishments and other reasons for the nomination.

In addition, the Chamber Executive Committee shall select, at their August meeting, a Nomination Committee chaired by the Chamber President and containing four other Chamber members from a cross section of the community. This committee shall solicit from the community nominees and place in nomination at least three names for Junior Citizen and three names for Senior Citizen. This committee is sworn to secrecy to not divulge the names of their nominations.

3. Care in making nominations:

Great care will be taken to assure that the awards are given for recognition of service to the community. The quality of an individual's work and the **completeness of the application** is more important than the number of letters received. The nomination committee should review applications and try to ensure that sufficient information has been presented for consideration of the nominees. Letters of support often will give additional details of the nominees qualities and community work.

4. Nominations to be kept on file:

All nominations will be kept on file for two years after the year in which they are received. Those nominations will be included with the current year's nominations for review by the Selection Committee. After that time those nominations on file for two years will be discarded, and resubmission must be made for future consideration. The Selection committee reserves the right to reclassify nominations if they cross into a different age bracket.

5. Selection Committee:

In addition to the Nomination Committee, the Chamber Executive Committee shall select, at their October meeting, a Selection Committee to review all nominations, and select the award winners for the year. The committee will be comprised of: the Chamber President (or whoever he/she may have designated to take their place on the committee) who shall act as Chairman; one other Board member; two former recipients; and one public member from a service organization. The Executive Director of the Chamber may elect to sit in as an advisor on either the Nominating or Selection Committees but does not have a vote. The committee is sworn to secrecy to not divulge the proceedings of the committee. The Chairman shall inform the award winners' nominating individuals that their nominee has been selected, and the category in which the nominee was selected. This information must be kept in confidence from the winner by the nominating individual; however, every effort must be made to ensure that a large group of the winner's friends or fellow organization members may attend the annual awards banquet. Additionally, the Chairman shall inform the award winner's spouse or closest relative or friend, regarding the nominee's selection, as soon after the selection is made. This is to enable the spouse or relative/friend to notify all family members and friends of the awardees selection, thus enabling those individuals to make plans to attend the awards banquet. Again, if at all possible, confidentiality provides the greatest surprise to the recipient.

6. Procedures in case of a tie:

If, in the opinion of the committee, the voting has resulted in a tie for that specific category, and it is deemed to be appropriate, more than one recipient may be named to that category.

7. Frequency of award selection:

An individual can only receive the award in each specific category once during a lifetime.

8. Presentation of the Awards:

The Junior citizen, the Senior Citizen, and the Distinguished Service Award will be presented at the Annual Banquet of the Chamber of Commerce, in that order. The previous recipient or their designated representative will give a presentation of no longer than five minutes outlining the winner's background and personal accomplishments. Any additional activities regarding the award recipient must be cleared by the Banquet Committee.

DINUBA CHAMBER OF COMMERCE
NOMINATION FORM FOR CITIZENS OF THE YEAR – 2017
Deadline December 1st

DATE _____

NOMINEE _____ SPOUSE _____

ADDRESS _____ PHONE _____

BIRTHDAY _____ AGE _____

NOMINATED FOR: JUNIOR CITIZEN _____ SENIOR CITIZEN _____

PERSON MAKING NOMINATION: _____

ADDRESS _____ PHONE _____

PROVIDE SUFFICIENT INFORMATION FOR JUDGING PURPOSES

List as many community activities, clubs and organizations where nominee has been active. Where possible, list offices held, years in organization, accomplishments, etc. Use back or attach additional pages as needed.

Short biography of nominee for assistance in judging.

List reasons why you feel this person should receive the award.
