

# 01. ADMINISTRATION

## 1.2 Community Service Awards Program

BOS Approved - April 6, 2016

**1.2.1 Purpose.** To formally recognize and award individuals or groups who, by their personal actions, volunteer efforts, and civic or community activities, have made a noteworthy and positive impact in Fluvanna County.

### 1.2.2 Award Nomination Eligibility and Criteria

A. Individuals or groups nominated for a Fluvanna County Community Service Award shall meet the following criteria:

1. Acts or service being recognized must have been performed in Fluvanna County.

2. No age limit for nominees.

3. Must have demonstrated a positive achievement, action, and/or contribution to the community, or several such impacts within one year of the date of nomination, or be nominated for long-term exceptional service and/or contributions. Examples of appropriate acts or service that will be considered include:

a. Heroic or Lifesaving Acts

b. Civic Responsibility

c. Community Spirit

d. Community Leadership

e. Innovation

f. Volunteer Services

g. Mentoring & Coaching

h. Other significant contributions to Fluvanna County

4. Fluvanna County government or schools employees may not be nominated for work or actions completed through the course of their normal employment duties.

5. Nominees may receive only one Community Service Award per calendar year.

B. The Awards Review Committee may consider exceptional circumstances in order to recommend nominations of individuals or groups who do not strictly meet the eligibility criteria, and may forward such nominations to the Board of Supervisors recommending approval, with an explanation of the special circumstances considered.

### **1.2.3 Nomination Process**

A. Anyone can nominate an individual or a group for a Community Service Award.

B. Nominations may be submitted at any time for specific acts or service within the past 12 months, or for lifetime service recognitions.

C. Each nomination must provide detailed factual information about the act or service, including why the nominee's efforts stand out and how the nominee exemplifies the recognition category or categories selected on the nomination form.

D. Nominations shall be submitted on the Community Service Award Nomination form (Attachment A) through the Fluvanna County website, by emailing an electronic copy of the completed form to [clerk@fluvannacounty.org](mailto:clerk@fluvannacounty.org), or by mail or hand delivery of a hard copy to:

Clerk to the Board of Supervisors  
County Administration Building  
P.O. Box 540  
132 Main Street  
Palmyra, VA 22963

### **1.2.4 Review and Selection Process**

A. The Community Service Awards Review Committee will be comprised of the County Administrator and the Constitutional Officers.

B. The Review Committee will meet monthly, as needed, to review all nominations received.

C. The committee will consider each nomination based on the relative impact of the nominee's actions or service in Fluvanna County. The committee will vote to determine which nominations to recommend to the Board of Supervisors for award recognition.

D. The Clerk to the Board will forward the Review Committee's list of recommended awards to the Board of Supervisors, along with all nomination forms, the week prior to the Board's scheduled deliberations.

E. The Board of Supervisors will consider the recommendations in Closed Session and approve the nominations, as appropriate.

F. The Clerk to the Board will prepare a Board of Supervisor's Resolution (Attachment B) for each awardee using the information provided with the nomination form. The Clerk will also prepare Letters of Recognition from the Board of Supervisors for each nominee not selected for a Community Service Award.

G. The Clerk will add presentations to the Board of Supervisors' meeting agenda as scheduling permits, and ensure nominees and the person who nominated them are notified of the date, time, and location for the presentation.