



**CITIZEN RECOGNITION PROGRAM
GUIDELINES AND APPLICATION PROCESS
January 1, 2023**

Each quarter the City of Sunbury (“City”) will recognize a resident, volunteer, student, or group of individuals for their service, dedication, and/or commitment to improving the Sunbury community or enhancing the lives of its residents. Individuals selected for this honor will receive public recognition at a City Council meeting where they will receive a resolution signed by the mayor that acknowledges their contributions to the community.

CRITERIA FOR NOMINATION

Nominees that demonstrate any of the following criteria are eligible for recognition:

- nominee performed, created, or developed an activity that positively enhances and/or impacted the City; or
- nominee contributed to the community through an act, achievement, or service that directly or indirectly advances the opportunities and/or benefited other Sunbury residents; or
- nominee demonstrated a sustained commitment to serving others by donating countless hours of volunteer service to any meaningful cause that benefited the residents of Sunbury.

No member of the Sunbury City Council will be eligible for recognition while that elected official remains in such office. The child of an elected member of Council may only be eligible for recognition as a member of a nominated group.

NOMINATION PROCESS

Nominations will be accepted by City Council’s Events and Commemorations Committee (“Committee”) from any individual with knowledge of the nominee’s contributions, achievements, or service to the Sunbury community. This may include self-nomination.

Applications will be accepted year-round, and nominees will be considered for recognition for up to one year following receipt of their initial nomination (“Active Application Period”). Application materials for individuals that are not selected for recognition may be supplemented with additional materials at any time during the Active Application Period. Persons not selected for recognition during the Active Application Period, may be renominated with the submission of new materials.

Individuals selected for recognition are not again eligible for recognition for another five years.



SELECTION PROCESS

The Committee will meet quarterly to consider active applications and select a nominee to recognize.

The Committee will consider the following criteria when selecting a nominee for recognition:

- the scale of the act, activity, achievement, or service performed by the nominee; and/or
- the number of Sunbury residents positively impacted by the nominee's actions; and/or
- the amount of time committed to achieving the act, activity, or service being recognized; and/or
- any other criteria deemed relevant by the Committee.



**CITIZEN RECOGNITION PROGRAM
APPLICATION FORM**

Please direct questions about the application and approval process to the City’s community engagement liaison at (740) 965-2684. RETURN TO: CITY OF SUNBURY, ATTN: EVENTS AND COMMEMORATIONS COMMITTEE, 9 E. Granville Street, Sunbury, Ohio 43074.

NOMINEE INFORMATION

Please provide whatever information you may have regarding the nominee and how to contact the individual(s).

Name	
Address	
Phone	
Email	
Other	

CONTACT INFORMATION FOR PERSON SUBMITTING THE APPLICATION

Name		
Address		
City, State, Zip		
Phone	Mobile:	Other:
Email		
Date of Nomination		

CRITERIA FOR NOMINATION

Select the category for which the nominee should be considered:

- performed, created, or developed an activity that positively enhanced or impacted the City of Sunbury
- act, achievement, or service that directly or indirectly advanced opportunities or benefited other Sunbury residents
- sustained commitment of service over a period of time



Please describe in the space provided below or in a written response attached to the application all the following. The applicant may also submit additional supporting materials (i.e. media stories, promotional or educational materials related to the act, activity, or service for which the person is being nominated, etc.):

Describe the act, activity, achievement, or service for which the individual is being nominated.



Describe the impact of the nominee’s efforts to improve the Sunbury community and/or the number of Sunbury residents positively impacted by the work of the nominee. If a direct impact on residents, include the number of residents positively impacted and generally describe who they are and how they benefited (response optional).



Please quantify the amount of effort the nominee put in to achieving the act, activity, achievement, or service to be recognized and over what period of time (response optional).

Please include any additional information you think the Committee should consider regarding the work of the nominee and the reason they deserve public recognition (response optional).