

TO: Civic Organizations of Iberia Parish

FROM: Korey Kimball, Chairman of the Board

**RE: Nominations for Outstanding Civic Service Award**

Each year the Greater Iberia Chamber of Commerce recognizes an outstanding citizen who has demonstrated exemplary service by volunteering their time and energy to our community. This year's recipient of the "Outstanding Civic Service Award" will be presented at the Greater Iberia Chamber of Commerce annual banquet on Thursday, January 21, 2016.

There are many citizens who are constantly volunteering in our community toward civic projects, with various charities, in schools, and in churches, yet they go unnoticed. This award is a way to thank and honor them for their commitment to civic participation and inspire others to make volunteering a part of their lives. After all, volunteers have an enormous impact on the health and well-being of our community.

We would appreciate your organization's consideration in making a nomination of an outstanding citizen for this prestigious award. A set of guidelines is enclosed. The deadline for the nomination is 2pm Thursday, October 29, 2015.

Please feel free to call the Chamber office for assistance or clarification of the guidelines. The telephone number is 337-364-1836. Thank you for your participation in this Civic Service Award presentation, we look forward to receiving a nomination from your organization.

Greater Iberia Chamber of Commerce

**2015 Outstanding Civic Service Award Guidelines**

1. Nominations will be accepted until 2 pm Thursday, October 29, 2015.
2. Nominations will be received from civic clubs, non-profit organizations, schools and churches.
3. Nominations from previous years are not kept; names must be resubmitted.
4. All information and nominations become the property of the Chamber.
5. The Greater Iberia Chamber of Commerce Board of Directors shall select one recipient to receive the “Outstanding Civic Service Award” from the nominees.
6. The quality of civic work the nominee has performed is the deciding factor, not the quantity or number of letters the Chamber receives for the nominee.
7. Accomplishments must be outside that of their regular job or position.
8. Civic accomplishments considered are actions done voluntarily and without pay. Local, state and national accomplishments will be recognized.
9. Nominee must be a resident of Iberia Parish.
10. Nominee need not be a member of any civic club.
11. The nomination must be submitted in the form of a typed narrative on not more than four (4) pages, letter size (8 ½ x 11) one side only, double spaced.
  - a. The name of the organization making the nomination, its president, and/or committee chairman may be used in the introduction of the narrative.
  - b. The nomination letter must be signed by an executive committee member/officer of the organization of person writing the nomination.
  - c. The nominee must be identified by name in the narrative.
  - d. Specific dates may be used throughout narrative.