

# Outstanding Civic Service Award

## Nomination Memo

Every year the Greater Iberia Chamber of Commerce presents an “Outstanding Civic Service” Award to a member of our community who has shown exemplary service by volunteering their time and energy in Iberia Parish. This year's award recipient will be recognized at the Greater Iberia Chamber of Commerce Annual Banquet on April 28th.



We know there are many local residents who generously contribute their time to local civic projects, to our schools, to various charities and churches. The “Civic Service Award” is our way to honor and thank these very special people for their commitment to our community and to inspire others to make volunteering a part of their lives. As we all know, volunteers have an enormous impact on the development and well-being of our community.

Nominations are being accepted from civic clubs, non-profits, schools and churches. We would appreciate your organization's consideration in making a nomination for this prestigious award. The deadline for nominations is February 28, 2025.

Please feel free to call the Greater Iberia Chamber of Commerce's office at 337-364-1836 or email Kelly Roark at [kelly@iberiachamber.org](mailto:kelly@iberiachamber.org) for assistance or questions you may have about the award or nomination.

## 2025 Outstanding Civic Service Award Guidelines

1. Nominations will be accepted until 5pm, February 28, 2025
2. Nominations will be accepted 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 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 for the nominees.
6. The quality of civic work the nominee performed is the deciding factor, not the quantity or number of submissions the chamber receives for the nominee.
7. Accomplishments must be outside that of the nominee's regular job or position.
8. Civic accomplishments considered are actions performed voluntarily and without pay. Local, state and national accomplishments will be recognized.

9. Nominee must be a resident of Iberia Parish.
10. The nomination must be submitted on letter size paper (8 ½ X 11), in the form of a typed narrative (one sided only, double spaced), and please not more than four pages.

**Please submit completed forms to the Greater Iberia Chamber of Commerce**

**111 West Main Street | [kelly@iberiachamber.org](mailto:kelly@iberiachamber.org) | 337-364-1836**

- a. The name of the organization making the nomination, its president, and/or committee chairperson may be used in the introduction of the narrative
- b. The nomination letter must be signed by an executive committee member or officer of the organization writing the nomination.
- c. The nominee must be identified by name in the narrative.
- d. specific dates may be used in the narrative

Thank you for your consideration. We look forward to receiving a nomination from your organization and seeing you at our banquet.