

# OUTSTANDING CIVIC SERVICE AWARD

## NOMINATION MEMO

Every year the Greater Iberia Chamber of Commerce presents an “Outstanding Civic Service Award” to an outstanding member of our community who has shown exemplary service by volunteering their time and energy to Iberia Parish. This year’s award recipient will be recognized at the Greater Iberia Chamber of Commerce Annual Banquet on Thursday, January 17, 2019.



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 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 November 1<sup>st</sup> at 2pm. **A set of guidelines for the award is on the other side of this page.**

Please feel free to call the Greater Iberia Chamber office, 337-364-1836 or email Janet Faulk-Gonzales, [janet@iberiachamber.org](mailto:janet@iberiachamber.org) for assistance or questions you may have about the award or nomination.

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



**Greater Iberia Chamber of Commerce**  
**2018 Outstanding Civic Service Award Guidelines**

1. Nominations will be accepted until **2pm Thursday, November 1<sup>st</sup>, 2018.**
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 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 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. Nominee need not be a member of any civic club.
11. The nomination must be submitted on letter size paper (8 ½ x 11), in the form of a typed narrative (one side 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; [janet@iberiachamber.org](mailto:janet@iberiachamber.org)**
  - 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 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.