



**California Association of Parks & Recreation Commissioners & Board Members**

**Official CAPRCBM Award Nomination Form**

Nominations close and must be postmarked by December 1, 2009

**Guidelines for CAPRCBM RECOGNITION AWARDS NOMINATIONS:**

Members of CAPRCBM are eligible to participate.

1. The nominee should have a distinguished record of service to the park and recreation field that demonstrates a contribution which has advanced the park and recreation concept through foresight, planning and development, to benefit the community, state or nation.
2. If the nominee is a commissioner or board member, he/she shall have served on a commission or board not less than three years or one term.
3. Agencies or individual members of CAPRCBM may submit nominations for consideration by the Awards committee.
4. Awards may include:
  - a. Outstanding Park and Recreation Commissioner/Board Member: Any person whose significant contribution to their community was made while serving as a commissioner or board member. (Past or Present)
  - b. Outstanding Park & Recreation Professional: Any person whose significant contribution was made while serving as a paid member of any agency, consulting firm or similar vocational role and supported a commissioner or board member and/or The California Association of Park and Recreation Commissioners and Board Members.
  - c. Outstanding Commission/Board: Any of the foregoing groups which have made a significant contribution to the community or recreation movement. A commissioner or board member must have supported, organized, implemented, etc., an event or activity over and above normal commission and board responsibilities.
  - d. Special Award: This may include recognition for achievements and contributions not included in other categories.

This form must be submitted:

**NOMINATION FOR AWARD RECOGNITION:**

Name of Nominee: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Present Position: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Length of present position in public service: \_\_\_\_\_

Nomination Submitted by: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

Agency Affiliation: \_\_\_\_\_

Position: \_\_\_\_\_

**Forward Nominations to:**

**Jerry Meade**  
 14262 Ida Way  
 Westminster, CA  
 92683

**Category of Award:**

  


Outstanding Commissioner

Outstanding Professional

  


Outstanding Commission/Board

Special Award

Please use this nomination form, plus no more than two additional pages and no more than two outside documents of one page each. No items will be returned.

## CAPRCBM Letterhead

Date

Joseph Smith  
Director, Parks and Recreation Department  
City of Down Low  
1111 Bottom St.  
Low Down, CA 99999

Dear Mr. Smith:

The CAPRCBM Board of Directors invites you, your city, your parks and recreation commission or board to submit nominations for the following CAPRCBM Awards in recognition of service prior to December 1, 2009 (the deadline for nominations):

- Outstanding Park and Recreation Commission/Board Member
- Outstanding Park and Recreation Professional
- Outstanding Park and Recreation Commission or Board
- Special Award for Outstanding Service

Enclosed are a CAPRCBM Awards Recognition Form and Guidelines for Submitting CAPRCBM nominations.

Submissions may be mailed, emailed or faxed by December 1, 2009 to:

Jerry Meade, CAPRCBM Awards Committee Chairman  
14262 Ida Way  
Westminster, CA 92683

We appreciate your participation and look forward to your submission of nominees for these significant tributes to furthering the mission of parks and recreation in improving the quality of life in our communities.

Sincerely,

*William "Bill" Thomas*, President

Enclosures

# **Guidelines for Submitting Nominations for CAPRCBM 2009-2010 Awards**

**The CAPRCBM Awards Committee invites your submissions. The Committee has developed specific criteria for each of the four awards that will be considered along with additional information you deem appropriate to submit:**

## **CAPRCBM – AWARD CRITERIA – OUTSTANDING COMMISSIONER/BOARD MEMBER**

The awards Committee would appreciate your providing information on the following activities, if applicable, in your nomination:

1. The specific project, program, project or contribution for which nominated.
2. Indicate the years of service as a parks and recreation commissioner/board member and the average percentage of weekly time devoted to those duties.
3. Describe any innovative programming, unique or special endeavors of organization or community impact
4. Describe the nominee's involvement in special projects, community, professional activities or collaborative efforts or long-term programs other than Parks and Recreation.
5. Identify any liaison efforts which the nominee has influenced between constituents, agency staff, or elected officials.
6. Identify any participation on other committees, boards and professional organizations other than parks and recreation commission or board service.
7. Provide information on recognition of the nominee through awards from other organizations.
8. Describe the nominee's educational background.
9. Describe the nominee's professional or career involvement.
10. List any special programs sponsored or originated by the nominee.
11. (optional) Describe any publication endeavors of the nominee.
12. (optional) Describe any involvement in assisting community sub-cultures or special interest groups
13. (optional) Describe any special challenges or involvement in specific areas of significance in which the nominee has been engaged.
14. (optional) Describe any examples of the nominee's evidencing knowledge of and interpretation of financial activities of parks and recreation programs.
15. Provide any additional examples of leadership, knowledge of parks and recreation programs and activities, and service beyond expectations not included above.
16. For what major reason(s) should the nominee deserve and "outstanding" award?

## **CAPRCBM – AWARD CRITERIA – OUTSTANDING PROFESSIONAL**

The awards committee would appreciate your providing information on the following activities, where applicable, in your nomination:

1. Briefly describe the nominee's professional background in the parks and recreation field.
2. Provide a brief summary of the nominee's education.
3. Describe the extent of the nominee's attendance or participation in department programs or events and commission/board meetings
4. Describe the extent of the nominee's participation in citywide committees or subcommittees.
5. Describe the manner in which the nominee researches and plans appropriate Commission/Board member meeting agendas.
6. Describe the methods used by the nominee to encourage consensus among commissioner/board member.
7. Describe the process by which the nominee transmits recommendations regarding parks and recreation matters from the Commission/Board to the City/County Council.
8. In what ways has the nominee promoted open communication between the Commission/Board and City Staff?
9. How does the nominee actively support the efforts of Statewide Organizations like NRPA, CPRS and CAPRCBM?
10. (optional) Describe any motivational techniques the nominee uses to involve staff and Commission members in matters pertaining to parks and recreation.
11. (optional) Describe how the nominee deals with conflict management.
11. Provide examples of the nominee's involvement in the planning or development of innovative parks and recreation events or programs

12. List any nominations or additional awards for which the nominee has been recognized for outstanding accomplishments from professional organizations.
13. For what major reason(s) does this professional deserve an "outstanding" award?

### **CAPRCBM – AWARD CRITERIA – OUTSTANDING BOARD OR COMMISSION**

The awards committee would appreciate your providing information on the following activities, where applicable, in your nomination:

1. Include a descriptive overview of the park and recreation program existing in the nominee's community (i.e. population served, numbers and types of parks, unique features, etc.)
2. Identify the most difficult item(s) the board/commission addresses in making parks and recreation decisions on behalf of the community.
3. Describe the most significant accomplishment the nominee has achieved on behalf of the community.
4. Describe the most significant accomplishment the nominee has made on behalf of the senior community.
5. Describe an activity or event achievement made by the nominee that will continue to make a significant contribution to the community.
6. Describe the most unique or innovative program developed by the nominee on behalf of the community.
7. List any awards offered by the commission or board to city staff or community members for major contributions to the community.
8. List any programs existing that have been made by the nominee on behalf of specially-challenged members of the community.
9. Identify any programs offered by the nominee to provide diversity to members of the community.
10. Describe the newest amenity or park developed for your community in which the nominee has been involved and when it was established.
11. Describe any partnerships that exist with other organizations, how well they're functioning, and what contributions they have made to the community.
12. Describe the newest programs endorsed by the nominee and offered for the community, including attendance, reasons for establishment, and dates initiated.
13. (optional) What would the board or commission recommend in a new Assembly or Senate bill or ballot measure which would benefit the community's parks and recreation program?
14. For what major reason(s) does this commission or board deserve an "outstanding" award.

### **CAPRCBM – AWARD CRITERIA – SPECIAL AWARD**

The awards committee would appreciate your providing information on the following activities, where applicable, in your nomination:

1. Describe the specific project, program, or contribution for which the individual or organization has been nominated.
2. Provide copies of any articles or promotional materials that describe the project, program, event or contribution.
3. Describe the extent of the overall effort in terms of time (meetings, research, etc.) and functions in the process of developing of the project, program, or contribution.
4. Describe the years of service and types of activities the nominee has contributed to the community.
5. Describe other innovative, unique or special endeavors of the nominee that have benefited the community significantly.
6. (optional) In what ways will the results of this significant effort contribute to the betterment of the community?