

La Grange North Carolina Chamber of Commerce

Special Events CITIZEN OF THE YEAR

Annually the La Grange North Carolina Chamber of Commerce shall recognize an individual for his/her contributions that will enhance the lives of the people of La Grange and the contiguous areas.

The La Grange North Carolina Chamber of Commerce shall send a Nomination Form to each Chamber member requesting they nominate an individual (their own employee or other deserving persons) for this honor. The individual making the nomination and the nominee **DO NOT** have to be a member of the La Grange North Carolina Chamber of Commerce. Serving on the Board of Directors of the La Grange North Carolina Chamber of Commerce does not prohibit these individuals from being nominated. The individual being nominated **must be employed** for a business that has a zip code of 28551 or the nominee must reside in Lenoir County with a zip code of 28551. The restrictions on the 28551 zip code will be suspended when a former citizen of La Grange is the President or Executive Director of a company, but does not reside in the 28551 zip code, but is making exceptional contributions to the progress of La Grange and the contiguous communities.

Each nomination that is received will be opened and duplicated in three copies. An evaluation form shall be stapled on the top of each nomination. The Chamber President shall:

- Appoint three anonymous citizens (these appointees may be a Chamber members or non-Chamber members) to review the nominations and rate each nomination using the Evaluation Form that is attached to each nomination, see attachment 2. Individuals who submitted a nomination shall be ineligible to serve on the Evaluation Committee.

When the Evaluation Forms have been completed and returned to the Chamber President, he/she will total the rating of each nominee and determine the winner. Confidentiality will be maintained until the winner is announced at the banquet.

Note:

A tie vote will require the judges to re-evaluate their scores to eliminate the tie vote.

The nominations and the Evaluation Forms on each nominee shall be filed with the Chamber records after the Awards Banquet. The custodian of these records must maintain confidentiality.

This policy and procedure shall be reviewed annually in October.

APPROVED: 5/14/2008

AMENDMENT 1: 03/12/2009

AMENDMENT 2: 03/12/2009

Amendment 1 – 12/10/2008

The amendment requires that the judges re-evaluate their scores until a tie vote has been eliminated.

Amendment 2 – 2/12/2009

The amendment restricts the place of employment to zip code of 28551 or the nominee must reside in Lenoir County with a zip code of 28551, with one exception (see paragraph 1).

La Grange North Carolina Chamber of Commerce

**Nomination Form to Nominate an Individual for the for the
La Grange North Carolina Chamber of Commerce
Citizen of the Year Award**

The La Grange North Carolina Chamber of Commerce will recognize an individual for his/her contributions that will enhance the lives of the people of La Grange and the contiguous areas.

<u>Nominee Information</u>
Organization: _____
Nominee Name: _____
Nominee Title: _____
Nominee Phone Number: _____
Nominee Email: _____

Please describe the unique qualities you feel are important to your nominee's performance; i.e., dependability, productivity, professionalism and response for assistance.

Has your nominee been involved in any self-improvements or any educational programs? If yes, please describe involvement.

Describe your nominee's involvement in community service, professional organizations, churches or civic activity.

Please provide a short narrative why your nominee should be chosen the La Grange North Carolina Chamber of Commerce **CITIZEN OF THE YEAR**.

<u>Contact information about the person submitting the nomination</u>
Name: _____
Title: _____
Organization: _____
Contact Phone Number: _____
Email Address: _____

THE DEADLINE DATE FOR SUBMITTING A NOMINATION IS THE THIRD FRIDAY OF JANUARY. Please submit your nomination to the La Grange North Carolina Chamber of Commerce, PO Box 56, La Grange, NC 28551.

La Grange North Carolina Chamber of Commerce

Evaluation Form to Evaluation the Citizen of the Year Nominee

Instructions for Completing the Evaluation

After reviewing each nomination please draw a circle around the number that is applicable to each of the statements. One is the lowest and ten is the highest.

Please describe the unique qualities you feel are important to your nominee's performance, i.e., dependability, productivity, professionalism and response for assistance.

1 2 3 4 5 6 7 8 9 10

Has your nominee been involved in self-improvements or any educational programs? If yes, please describe below.

1 2 3 4 5 6 7 8 9 10

Describe your nominee's involvement in community service; professional organizations, church or civic activity.

1 2 3 4 5 6 7 8 9 10

Please provide a short narrative why your nominee should be chosen the La Grange North Carolina Citizen of the Year.

1 2 3 4 5 6 7 8 9 10

When you have completed the nominations please total the numbers that have been circled. **GRAND TOTAL**_____.

