



County of Fluvanna
Community Service Awards Program

Approved: April 6, 2016

1. Program Purpose. To formally recognize and award individuals or groups who, by their personal actions, volunteer efforts, and civic or community activities, have made a noteworthy and positive impact in Fluvanna County.

2. Award Nomination Eligibility and Criteria

a. Individuals or groups nominated for a Fluvanna County Community Service Award shall meet the following criteria:

(1) Acts or service being recognized must have been performed in Fluvanna County.

(2) No age limit for nominees.

(3) Must have demonstrated a positive achievement, action, and/or contribution to the community, or several such impacts within one year of the date of nomination, or be nominated for long-term exceptional service and/or contributions. Examples of appropriate acts or service that will be considered include:

- Heroic or Lifesaving Acts
- Civic Responsibility
- Community Spirit
- Community Leadership
- Innovation
- Volunteer Services
- Mentoring & Coaching
- Other significant contributions to Fluvanna County

(4) Fluvanna County government or schools employees may not be nominated for work or actions completed through the course of their normal employment duties.

(5) Nominees may receive only one Community Service Award per calendar year.

b. The Awards Review Committee may consider exceptional circumstances in order to recommend nominations of individuals or groups who do not strictly meet the eligibility criteria, and may forward such nominations to the Board of Supervisors recommending approval, with an explanation of the special circumstances considered.

3. Nomination Process

a. Anyone can nominate an individual or a group for a Community Service Award.

b. Nominations may be submitted at any time for specific acts or service within the past 12 months, or for lifetime service recognitions.

c. Each nomination must provide detailed factual information about the act or service, including why the nominee's efforts stand out and how the nominee exemplifies the recognition category or categories selected on the nomination form.

d. Nominations shall be submitted on the Community Service Award Nomination form (Attachment A) through the Fluvanna County website, by emailing an electronic copy of the completed form to clerk@fluvannacounty.org, or by mail or hand delivery of a hard copy to:

Clerk to the Board of Supervisors
County Administration Building
P.O. Box 540
132 Main Street
Palmyra, VA 22963

4. Review and Selection Process

a. The Community Service Awards Review Committee will be comprised of the County Administrator and the Constitutional Officers.

b. The Review Committee will meet monthly, as needed, to review all nominations received.

c. The committee will consider each nomination based on the relative impact of the nominee's actions or service in Fluvanna County. The committee will vote to determine which nominations to recommend to the Board of Supervisors for award recognition.

d. The Clerk to the Board will forward the Review Committee's list of recommended awards to the Board of Supervisors, along with all nomination forms, the week prior to the Board's scheduled deliberations.

e. The Board of Supervisors will consider the recommendations in Closed Session and approve the nominations, as appropriate.

f. The Clerk to the Board will prepare a Board of Supervisor's Resolution (Attachment B) for each awardee using the information provided with the nomination form. The Clerk will also prepare Letters of Recognition from the Board of Supervisors for each nominee not selected for a Community Service Award.

g. The Clerk will add presentations to the Board of Supervisors' meeting agenda as scheduling permits, and ensure nominees and the person who nominated them are notified of the date, time, and location for the presentation.

5. Recognition. Award recipients will receive:

- a. A Community Service Award Resolution from the Board of Supervisors and public recognition at a Board of Supervisor's meeting.
- b. Recognition on Fluvanna County's social media sites and the County's website.
- c. Nominees who were not selected for a Community Service Award will receive Letter of Recognition from the Board of Supervisors.



Fluvanna County Community Service Award Nomination

Program Purpose. To formally recognize and award individuals or groups who, by their personal actions, volunteer efforts, and civic or community activities have made a positive impact in Fluvanna County.

Section 1 - Individual(s) or Group being Nominated			
Name of Nominee(s):	Organization (If applicable):	Date(s) of Action:	
How can we contact the nominee(s)?			
Section 2 – Description of Acts/Service (Acts or services being recognized must have been performed in Fluvanna County.)			
Recognition Categories (check all that apply):			
<input type="checkbox"/> Heroic or Lifesaving Act	<input type="checkbox"/> Community Leadership	<input type="checkbox"/> Civic Responsibility	<input type="checkbox"/> Mentoring & Coaching
<input type="checkbox"/> Volunteer Services	<input type="checkbox"/> Community Spirit	<input type="checkbox"/> Innovation	<input type="checkbox"/> Other Notable Contribution
Reason for Nomination:	Provide detailed factual information about the act or service, including why the nominee's efforts stand out and how the nominee's efforts exemplified the recognition category(ies) selected.		
Attach additional sheets or supporting documentation, as needed.			
Section 3 - Person Making the Nomination			
Name:	Phone Number:	Email:	
Your relationship to the nominee(s)?	<input type="checkbox"/> Friend <input type="checkbox"/> Co-Worker <input type="checkbox"/> Supervisor <input type="checkbox"/> Family Mbr <input type="checkbox"/> Other _____		
Your Signature:	Date of Submission:		



BOARD OF SUPERVISORS

County of Fluvanna

Palmyra, Virginia

RESOLUTION No. XX-XXX

**COMMUNITY SERVICE AWARD RESOLUTION
HONORING JOHN J. SMITH AND JANE M. DOE**

WHEREAS, _____; and

WHEREAS, _____; and

NOW, THEREFORE BE IT RESOLVED, on this ____ day of _____, _____, that the Fluvanna County Board of Supervisors hereby honors _____; and

BE IT FURTHER RESOLVED, that the Fluvanna County Board of Supervisors _____; and

THE FOREGOING RESOLUTION WAS DULY AND REGULARLY ADOPTED by the Fluvanna County Board of Supervisors at a meeting of the Board held on the ____ day of _____, _____.

A Copy, teste:

Kelly Belanger Harris
Clerk to the Board of Supervisors