



Chamber Citizen of the Year Nomination Form **Year:** _____

Complete nominations submitted will be kept and reviewed by the selection committee for five years. The selection committee, made up of the previous five winners, is not made aware of who is making the nominations.

Please print. Incomplete nominations will not be considered.

Your Name: _____ Your Phone #: _____

Name of Nominee: _____ Phone #: _____

Address: _____ City: _____

Email Address: _____

Name of someone who also knows this person well (spouse, child, friend): _____

Relation to nominee: _____ Phone #: _____

Citizen of the Year Suggested Criteria

1. The citizen should have resided in the community for 5 years or more.
2. The community in general should benefit by the deed or deeds being recognized. Or, if less than community wide, the benefits should have accrued to a large segment of the community.
3. The nominee should be the person who had ideas and carried them out, the person with the initiative, the person in charge, the one with the responsibility. Tell us why you decided to nominate them for this award. **Assume that we do not know the person being nominated and tell us everything you know about what makes them a great candidate for the Chamber Citizen of the Year Award. If selected, they will be joining an elite group of some pretty amazing individuals in our community! Please add additional pages as needed.**

Helpful information might include:

- A list of organizations to which the person belongs and any leadership roles they have held
- A list of project in which the person has been involved and how these have benefitted the community
- Was there a “wow” moment for this person? What was it? How did the community benefit?

Please attach additional sheets and return this **completed** form to the Chamber office via mail 100 S Main Street Suite 108, New Castle, IN 47362. Via email: info@nchcchamber.com. Via fax: 765-521-7408. **Nominations will not be accepted after February 19, 2019.**

Because we want this award to be a surprise to the awardee and his or her family, we ask that you please not let the awardee know he or she has been nominated. If we need additional information to make the award, we will contact you at the phone number listed above.

Thank you for taking the time to recognize a great citizen of our community with a nomination.

Sincerely,

The NCHC Chamber of Commerce Board of Directors
Kevin Brown, 2019 Chamber Board President
Shaun DeFault, Executive Director

Attach additional sheets about your nominee

NEW CASTLE-HENRY COUNTY CHAMBER OF COMMERCE

BOARD OF DIRECTORS

ABBREVIATED GUIDELINES FOR CITIZEN OF THE YEAR SELECTION COMMITTEE

The following is a shortened version of the guidelines set forth by the Chamber Board of Directors for the selection committee to use in choosing the Chamber Citizen of the Year. They are included here at the request of the selection committee to assist those wishing to make a nomination in understanding what information will be considered and helpful in the selection process. By providing this information, it is the hope of the Chamber Board of Directors that the number of nominations for the Chamber Citizen of the Year award will increase each year.

Selection Committee

1. The selection committee will be composed of the 5 most recent winners of the Citizen of the year award. Three is a quorum.
2. All members of the selection committee are to be allowed a vote on every balloting for a nominee. Absent members may vote by phone, mail, but not by proxy.
3. The Chamber Director will provide the selection guidelines and copies of the nominations to each member of the committee. Once the selection has been made, all materials will be returned to the Chamber office to be kept on file.
4. At the Annual meeting, the most recent recipient will read the letter(s) of nomination and present the award.

Citizens of the Year Choice

(The following are offered by the Chamber Board of Directors merely as guidelines to follow unless the committee finds good reasons for exceptions.)

1. The citizen should have resided in the community for 5 years or more. This is to avoid the strong impact of a new person who is an instant success.
2. The community in general should benefit by the deed or deeds being recognized. Or, if less than community wide, the benefits should have accrued to a large segment of the community.
3. The recognition should be for one major success, or several smaller successes that meet the guidelines.
4. The time period being honored could be as short as one quick deed, or extend over years of deeds meeting the guidelines.
5. The nominee should be the person who had ideas and carried them out, the person with the initiative, the person in charge, the one with the responsibility.
6. Generosity and philanthropy for the good of the community qualify as achievements.
7. Unless the achievement went far beyond the call of duty and benefitted the community, avoid honoring someone who is simply doing his or her job or fulfilling the duties of an elected office.
8. As this is an individual honor, avoid selecting a group such as religious, political or union.
9. Longevity and seniority alone are not achievements within the guidelines. Examples are years of service on boards, years of volunteer work.
10. Don't honor the person whose achievements were not directed specifically at our community, but were done at or for another place. The exception would be made if the achievements were so prestigious that they reflected beneficially on the community.