

**ADMINISTRATIVE
PROCEDURE**

**SUBJECT: COMMUNITY SERVICE
AWARD CERTIFICATES**

1.0 POLICY:

This administrative procedure establishes a City policy recognizing volunteer and other special efforts which benefit the City. The City shall hereby acknowledge such efforts with awarding of Community Service Award certificates.

2.0 ORGANIZATIONS AFFECTED:

All departments

3.0 PROCEDURE:

3.1 Nominations

The City Clerk shall accept nominations for the awarding of Community Service Award certificates from City Councilpersons and department heads. Each nomination forwarded to the City Clerk should contain a brief description of the volunteer or special effort for which the person is being nominated. The City Clerk shall place all nominations on the official City Council Agenda for consideration.

3.2 Certificate Processing

Upon completion of City Council consideration, the City Clerk shall forward a list of the approved award recipients to the Graphics Coordinator. The Graphics Coordinator, using the list of names and beneficial accomplishments provided by the City Clerk, shall graphically process the certificate by inserting the appropriate recipient name and beneficial accomplishments on the certificate. Once the certificate has been graphically processed it shall be forwarded to the City Manager's office.

3.3 Signing and Distribution

The City Manager's office shall be responsible for the signing and distribution of the completed certificates. Once signed by the Mayor, the certificate and a letter of appreciation from the Mayor shall be mailed to the award recipient by the City

DEPARTMENT: CITY MANAGER'S OFFICE	SUPERSEDES: 7-9-1982	PREPARED BY: JGP	APPROVED BY: EBS	DATE: 8-14-1995 REVIEWED: 4/27/2005
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Manager's secretary.

3.4 Service on City Boards, Commissions and Committees

Any person who has satisfactorily completed service on any of the various City boards, commissions or committees shall be entitled to a Community Service Award certificate. Therefore, the persons who have completed service do not have to be nominated for an award. When a person has completed service the City staff person assigned to the board, commission or committee shall provide the recipient name and dates served on a board, committee or commission to the Graphics Coordinator who shall graphically process the certificate as noted in 3.2 of this procedure. Signing and distribution of the certificate shall be completed as detailed in 3.3 of this procedure.

3.4.1 Dates of board, commission or committee service may be obtained from the City Clerk's office.

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