

**POLICY TITLE:** Excellence in Community Service Award  
**POLICY NUMBER:** CC-1  
**ADOPTION DATE:** June 25, 2009  
**EFFECTIVE DATE:** June 25, 2009  
**REVISION DATE(S):** May 16, 2014

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I. **PURPOSE**

It is the objective of the Berkeley County Council (hereinafter referred to as the “County Council” or “Council”) to encourage and recognize Berkeley County residents who have made a significant contribution to the community through volunteering their time, talents and efforts to worthy causes. Toward this end, the County Council will recognize individuals who demonstrate exemplary community involvement.

II. **SCOPE**

This policy applies to all residents of Berkeley County, including incorporated and unincorporated municipalities.

III. **PROCEDURE**

A. Recognition Criteria

Recipients must be nominated for the award. No anonymous submissions will be accepted. Selection of recipients is done by the County Council, and is based upon:

1. Demonstrated personal action to serve community causes.
2. A significant and sustained record of volunteer service.
3. A significant contribution to improve the quality of community life.
4. Demonstrated values consistent with the betterment of society.

The Nominator does not have to be a Berkeley County resident but must be someone who has worked in close capacity with and/or has an in-depth knowledge of the nominee’s contributions in the area for which they are being nominated, and who is willing to be contacted by the County Council office for verification of information.

B. Recognition Principles

1. Recognition should be commensurate with the reason it is given.

2. For recognition to be meaningful it should be timely and linked to desired behavior.
3. Appropriate public recognition can enhance the impact of recognition, i.e., at a County Council meeting.
4. It is requested that area employers, community organizations, etc. assist in identifying individuals whose community involvement and volunteer service merits recognition.
5. Individual recognition is important.

#### C. Recognition

Based on all nominations received, the Selection Committee will select one (1) individual per month to receive the Excellence in Community Service Award. The person selected will receive:

1. A personalized certificate;
2. Formal recognition at a County Council meeting;
3. Announcement and picture on Berkeley County website;
4. Name added to a Excellence in Community Service Award plaque which will be displayed in the County Council Office.

#### D. Documentation

All nominations shall be submitted on the Excellence in Community Service Nomination Form (Appendix A) to the County Council Office. The nomination shall include:

1. The Nominee's name;
2. Institution/Agency/Employer that the Nominee is affiliated with (if any);
3. A brief description of the actions or activities that warrant recognition and the Nominee's role in the activity;
4. Dates the actions occurred;
5. Nominator's name and contact information.

Nomination forms are valid for a period of six (6) months from date of submission.

#### E. Review and Selection

The Selection Committee shall include, but will not be limited to: one (1) County Councilperson and five (5) volunteer community representatives. The Selection selection Committee will review all valid nominations and select one (1) that best meets the recognition criteria. The selected nominee's name will then be

presented to the County Council for formal recognition. The County Council will then publically recognize the successful nominee at the next Available County Council meeting.

**BERKELEY COUNTY COUNCIL  
EXCELLENCE IN COMMUNITY SERVICE NOMINATION FORM**

<b>Nominee's Name:</b>	<b>Institution/Agency/Employer:</b>
<b>Nominee's Home Address:</b>	<b>Nominee's Telephone Number:</b>
<b>Nominated By:</b>	<b>Nominator's Telephone Number:</b>
<b>Description of activity and nominee's role in the activity (additional sheets may be used):</b>	
<b>How long has this activity been underway?</b>	
<b>How has this activity benefited the community?</b>	
<b>Has this activity received other recognition/awards? (Please list.)</b>	

**Please return completed form and any supporting documentation to:**

**BERKELEY COUNTY COUNCIL  
400 WEST STEPHEN STREET; SUITE 201  
MARTINSBURG, WEST VIRGINIA, 25401  
(304) 264-1923**