



# City of Oak Park Heights

14168 Oak Park Blvd. N • Box 2007 • Oak Park Heights, MN 55082 • Phone (651) 439-4439 • Fax (651) 439-0574

## **Community Award Nomination Form**

The City of Oak Park Heights recognizes exceptional businesses and distinguished residents of our community who have made a significant impact on the City. To nominate someone for this award, please complete this form and submit it to the City of Oak Park Heights with supporting documentation.

Nominations are due by 4:30 p.m. on August 15. Nominations will be reviewed by the City Council and will be announced by the mayor at the City's annual Party in the Park event on the first Sunday after Labor Day in September.

You may submit your nomination either by mail or in person. No faxed or e-mailed nominations will be accepted. Oak Park Heights City Hall, ATTN: City Administrator, 14168 Oak Park Boulevard North, PO Box 2007, Oak Park Heights, MN 55082.

Please complete a separate nomination form for each person or organization you are nominating. If you have any questions, please call (651)439-4439.

### **Who are you nominating?**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Information about you:**

Name: \_\_\_\_\_

Address: \_\_\_\_\_

Phone: \_\_\_\_\_

E-mail: \_\_\_\_\_

### **Supporting documentation:**

Please attach to this nomination form a statement that answers the following questions:

1. What contributions has the nominee made to the community that are beyond the scope of normal civic responsibilities?
2. How have those contributions impacted this community?
3. Discuss the time and energy devoted to community projects.
4. How would you describe the examples set by the nominee?
5. What challenges has the nominee met?

## Community Award Policy

- I. Guidelines  
Oak Park Heights Residents and local businesses are eligible for consideration of a community award presented each year at the City's annual Party in the Park event. The nominator need not be a resident of the City of Oak Park Heights; however, the nominee must be an Oak Park Heights resident or an owner, manager, or employee of a business located in Oak Park Heights.
  
- II. Criteria  
The purpose of the Community Award is to recognize individuals or local businesses who have made a positive impact on the community. Contributions to the community need not have been within a certain time period.
  
- III. Procedure  
For consideration of the Community Award, applicants must complete the nomination form and attach the supporting documentation by the deadline. The entry must be submitted by mail or in-person. No faxed or e-mailed entries will be accepted.
  
- IV. Winner Selection  
A review committee will be appointed by the City Council. All nominations received by the deadline will be reviewed by the committee, and a recommendation will be made to the City Council. Winner will be selected based on best match to the criteria.
  
- V. Award Presentation  
The award winner will be notified by the end of August. The award winner will receive a plaque which will be presented by the mayor at the City's Annual Party in the Park which is held the first Sunday after Labor Day. Details of the event will be provided to the award winner prior to the event. The award winner need not be present at the event. If the award winner cannot be at the event, the plaque will be mailed to the award winner the week following the event. Photographs may be taken at the event, and the photographs may appear in the City's newsletter or on the City's website and/or Facebook page.