



Town of St. James Citizen Recognition Award Instructions and Forms

The Town of St. James Citizen Recognition Program recognizes individuals, groups, organizations, and businesses who make significant contributions to the community.

All Town recognition is limited to individuals and groups that work or reside within Town limits and/or completed their achievements while being a Town resident.

All nominees must be in good standing in the community.

The Town of St. James reserves the right to modify or deny any request.

Recognition Award Types:

Letter of Recognition from the Mayor

- Letters may be issued for significant family anniversaries, milestones, or recognizing a family member who has passed away.
- Letters may be issued for annual events and celebrations, held by a community organization.
- All requests for letters must be submitted in writing at least four weeks prior to the date needed.
- Requests can be submitted at any time.

Proclamation from the Mayor

- A proclamation should acknowledge individuals, groups, organizations, and businesses for their significant achievements that have brought credit to our Town.
- The organization being recognized should be a family-friendly and community-focused organization that is open to all residents, or specific groups of residents such as veterans.
- The proclamation should honor a significant milestone or action that has occurred because of the actions of the individual or group being honored.
- Proclamations will be scheduled as close to the requested date as possible but is subject to Council meeting scheduling.
- Requests can be made at any time.

Annual Recognition by Town Council (see eligibility criteria below)

- Application shall be accompanied by a petition of 25 Town residents.
- Individual must have either lived in the community for 10 years or a minimum of 5 years if the accomplishment is achieved while living in the Town limits.

- Individual must have the highest of morale character.
- A panel of citizens appointed by the Mayor will receive and recommend a recipient to the Town Council on an annual basis.
- Town will advertise for submittals between January-March of each year with applications due by the end of April.
- Recognition of recipient will be at the September public meeting of the Town Council.

Recipients will have been judged to have at least one or more of the following:

- Significant contribution to the local community over and above what is normally expected.
- Demonstrated leadership on a community issue resulting in the enhancement of community life.
- A significant initiative which has brought about positive change and added value to community life.
- Inspiring qualities as a role model for the community.

Eligibility Criteria:

- Nominee must be a resident, group, or business in the Town of St. James; or benefited St. James.
- Awards may be granted posthumously in recognition of achievements.
- A person may receive an award on more than one occasion in recognition of their particularly outstanding community contribution or involvement in an alternative initiative.
- Town employees who qualify in the tenure of their normal course of employment are not intended to be recognized.
- Unsuccessful nominees may be nominated in future years.
- Nominations must be apolitical in their nature.

Council retains the ability to remove the recognition at any time at their sole discretion.

If you're not sure what type of recognition you would like, contact the Town of St. James at TOSJ@stjames.town, subject line: Citizen Recognition.

Town of St. James Citizen Recognition Award Application

Applicant Information

First & Last Name: _____

Email Address: _____

Address: _____

City/State/Zip: _____

Cell Phone: _____ Home Phone: _____

Recognition Information

Person, Group or Organization Being Recognized:

Type of Recognition Requested:

_____ Letter from Mayor

_____ Proclamation from Mayor

_____ Annual Recognition by Town Council

What is the clear reason for the recognition and why is the person / group / organization being honored?

Why is this achievement extraordinary? *(Not applicable for letter or proclamation from Mayor)*

Any additional information about the person / group / organization, including the founding date, location, achievements, and what has been done for the community:

Is a petition of 25 residents enclosed (Annual Recognition Only) _____ YES

Signature of Applicant

Date _____

PETITION for St. James Annual Recognition Award

By signing the below and providing information, you are certifying that you are requesting that
_____ (Proposed Recipient)
be considered for the St. James Citizen Annual Recognition Award

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