

*Chester Annual Report
Dedication*



2020

CALL FOR NOMINATIONS

DUE DATE: SEPTEMBER 1, 2020

Dedication of the Chester Annual Report to a Chester resident is in recognition of public and community service.

Recent Annual Report dedications are:

- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
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- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX
- XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX

A Selection Committee with the responsibility to review dedication nominations and select the recipient of this honor is appointed by the Board of Selectmen. An Annual Report dedication ceremony will be at the Annual Budget Meeting on May xx, 2021.

NOMINATION GUIDELINES

ELIGIBILITY

Nominations for Annual Report Dedication are in recognition of outstanding public and community service to the town, state, and or nation. Individuals and groups are eligible for nomination

SELECTION CRITERIA

1. **Primary criterion:** The total impact of the nominee’s service and accomplishments on the Town of Chester, as well as the state and nation.
2. Achievements of an unusually significant nature and their potential effects on the quality of life and economic and social well- being.
3. Distinguished service in the general advancement of science and engineering accompanied by substantial contributions to the content of science.
4. Recognition by peers within the community.
5. Contributions to innovation of services and activities

INSTRUCTIONS

Submit nominations via email using the fillable ANNUAL REPORT DEDICATION NOMINATION FORM with letters of recommendation/support included as attachments. Self-nominations are not accepted. A summary of the required nomination information follows.

- I. **General Information:** Identification of the nominee. Individuals and groups (*Boards, Commissions, Departments, Organizations, and Companies*) are eligible for nomination
- II. **Summary of Nominee's Contribution/Achievement**
 - PROPOSED CITATION FOR CONTRIBUTION/ACHIEVEMENT (Limit 1-2 sentences/50 words). The citation should be a concise statement that highlights the nominee's key contributions/achievements. *Note: Fully describe the nominee's contributions/achievements in the Comprehensive Narrative Description*
 - COMPREHENSIVE NARRATIVE DESCRIPTION OF CONTRIBUTIONS/ACHIEVEMENTS (**Limit 2,000 words**, using 12-point type)
- III. **Nominee Biographical Information**
 - PUBLIC/COMMUNITY SERVICE HISTORY: List relevant public/community service history – starting from the present – with position, board, commission, department, organization, as appropriate
 - For an Individual: EMPLOYMENT HISTORY: No more than 10 years required. Chronologically list career positions – starting from the present – with dates, title, department, organization
 - For an Individual: EDUCATION
 - LIST OF AWARDS AND HONORS (Limit to 10)
 - For a Board, Commission, Department, Organization: Provide institutional history related to this nomination
- IV. **Nominator Information:** Includes identification of the nominator and a statement describing the nominator's relationship to the nominee and contributions/achievements
- V. **Recommendations**
 - **Three letters of recommendation** from individuals who have first-hand knowledge of the cited contributions/achievements
 - Includes identification of the individual providing each letter of recommendation and a statement describing the individual's affiliation with the nominee
 - Format: Electronic Microsoft Word or PDF file
 - File Naming Protocol: Last Name of Nominee, First Initial of Nominee-REC-Last Name of Person Writing Letter (For example: Doe, J-REC-Smith)
 - Submit Letters of Recommendation as attachments with the Nomination Form

NOMINATIONS ARE DUE NO LATER THAN 4PM EDT ON SEPTEMBER 1, 2020. Nominations should be submitted electronically to the Dedication Selection Committee by email: XX

For questions or additional information, contact: xxxxxxxxxxxxxxxxxxxx, Chair, Dedication Selection Committee, 860-xxx-xxxx, email: XXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXXX