

# CHESTER ANNUAL REPORT DEDICATION NOMINATION FORM

## 2020 Annual Report Dedication Nomination Form

*Nominations must be submitted by 4:00 PM EDT on September 1, 2020 via email to:*

[XXXXXXXXXXXXXXXXXXXXXX](mailto:XXXXXXXXXXXXXXXXXXXXXX)

*Note: The Dedication Selection Committee uses this information for nominee review. Submit all required information with the Nomination Form. Refer to the "Call for Nominations" for eligibility and selection criteria. Self-nominations are not accepted.*

**INSTRUCTIONS:** Click inside the blank boxes to enter nomination information onto the form.

### I. General Information

<input type="checkbox"/>	<b>NOMINEE FOR AN INDIVIDUAL</b>		
<b>NAME</b>		<b>TITLE</b>	
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	
<b>PHONE</b>	<b>E-MAIL</b>		

<input type="checkbox"/>	<b>NOMINATION FOR GROUP</b>		
<b>GROUP (BOARD/COMMISSION/ORGANIZATION/COMPANY) NAME</b>			
<b>GROUP REPRESENTATIVE</b>			<b>TITLE</b>
<b>ADDRESS</b>			
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>	
<b>PHONE</b>	<b>E-MAIL</b>		

### II. Summary of Nominee's Contribution/Achievement

*Refer to the Selection Criteria section of the Nomination Guidelines as needed.*

<b>PROPOSED CITATION FOR CONTRIBUTION/ACHIEVEMENT</b> <i>(Limit 1-2 sentences/50 words).</i> The citation should be a concise statement that highlights the nominee's key contributions/achievements. Note: The nominee's accomplishments should be more fully described in the Comprehensive Narrative Description.

<b>COMPREHENSIVE NARRATIVE DESCRIPTION OF CONTRIBUTION/ACHIEVEMENT</b> <i>(Limit <b>2,000</b> words, using 12-point type)</i>

### III. Nominee Biographical Information

<b>PUBLIC/COMMUNITY SERVICE HISTORY:</b> List relevant public/community service history – starting from the present – with position, board, commission, department, organization, as appropriate

<b>LIST OF AWARDS AND HONORS RECEIVED</b> (Limit to 10)

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**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**

**FOR BOARD/COMMISSION/DEPARTMENT/ORGANIZATION/COMPANY: PROVIDE INSTITUTIONAL HISTORY RELATED TO THIS NOMINATION**

## IV. Nominator Information

<b>NOMINATOR'S RELATIONSHIP TO NOMINEE AND CONTRIBUTIONS/ACHIEVEMENTS</b>		
<b>NOMINATOR'S NAME</b>		<b>TITLE</b>
<b>ORGANIZATION</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE</b>	<b>E-MAIL</b>	

## V. Recommendations

- **Three letters of recommendation** from individuals, *other than the nominator*, who have first-hand knowledge of the cited achievement(s) must be submitted with the nomination.
- 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)
- Letters of Recommendation must be submitted as attachments with the Nomination Form.

Please complete contact information for letters of recommendation, as follows.

<b>RECOMMENDATION #1</b>		
<b>NAME</b>		<b>TITLE</b>
<b>ORGANIZATION</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE</b>	<b>E-MAIL</b>	
<b>AFFILIATION WITH NOMINEE</b>		

# CHESTER ANNUAL REPORT DEDICATION NOMINATION FORM

RECOMMENDATION #2		
<b>NAME</b>	<b>TITLE</b>	
<b>ORGANIZATION</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE</b>	<b>E-MAIL</b>	
<b>AFFILIATION WITH NOMINEE</b>		

RECOMMENDATION #3		
<b>NAME</b>	<b>TITLE</b>	
<b>ORGANIZATION</b>		
<b>ADDRESS</b>		
<b>CITY</b>	<b>STATE</b>	<b>ZIP CODE</b>
<b>PHONE</b>	<b>E-MAIL</b>	
<b>AFFILIATION WITH NOMINEE</b>		

## VI. Compliance with Program Terms

<b>I, THE NOMINATOR(S)</b>

<b>OF THE FOLLOWING NOMINEE</b>

for Dedication of the Chester Annual Report, by my submission of this nomination do hereby consent to public disclosure of the information contained in this package for the purpose of use or distribution by the Town of Chester to develop descriptive material, such as magazine articles, Websites or other means, to increase public awareness of Dedication recipient(s) and their accomplishments.

<b>I do <u>NOT</u> consent to public disclosure of any information deemed personal as noted below:</b>