

**ORANGE COUNTY  
COMMUNITY ORGANIZATION AWARDS**

*Nomination Cover Sheet*

**Important:** When nominating an organization for multiple categories please attach a copy of this cover sheet and submit each nomination separately. When nominating an individual for recognition, please complete and submit one application per person.

Contact/Nominator: \_\_\_\_\_

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

Phone Number(s): Home \_\_\_\_\_ Work \_\_\_\_\_

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

Name of Community Organization: \_\_\_\_\_

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

\_\_\_\_\_  
City State Zip code

Category for nomination: Please select the appropriate category for your nomination. This form must be attached to each *nomination form.*

- \_\_\_\_\_ Excellence in Leadership (exclusive to organizational presidents)
- \_\_\_\_\_ Excellence in Innovative Newsletter Production
- \_\_\_\_\_ Excellence in Community Building Projects
- \_\_\_\_\_ Excellence in Neighborly Service
- \_\_\_\_\_ Excellence in Safety & Security Initiatives
- \_\_\_\_\_ Up & Coming Community Organizations
- \_\_\_\_\_ Clean and Attractive Neighborhoods (C.A.N.)

\_\_\_\_\_  
Signature of Contact/Nominator Date

***THIS COVER SHEET MUST BE ATTACHED TO EACH AWARD  
NOMINATION THAT YOU SUBMIT.***

Nomination Form

**EXCELLENCE IN LEADERSHIP**

This award recognizes neighborhood organization presidents for outstanding leadership and/or accomplishments. Nominees must have exhibited her/his outstanding leadership between January 2013 and December 2013.

Name of Leader (Nominee): \_\_\_\_\_

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

E-Mail: \_\_\_\_\_

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

Name of Neighborhood Organization: \_\_\_\_\_

County Commission District: \_\_\_\_\_

Term of Office: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) Is the nominee aware he/she is being nominated?
- 2) Please describe the Neighborhood boundaries.
- 3) What unique projects or programs has the nominee coordinated with the residents?
- 4) How much time does the nominee spend every month performing duties?
- 5) How does the nominee encourage resident participation in organization meetings and subcommittees?
- 6) How does the nominee identify and implement the goals of the organization?
- 7) How does the nominee communicate with residents?
- 8) What are some of the major leadership qualities of the nominee?
- 9) Does the nominee volunteer with other organizations?
- 10) How does the nominee involve other officers in decision-making?

**Please attach supporting documentation or examples (5 attachments maximum).**

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Contact/Nominator: \_\_\_\_\_

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

Nomination Form

**EXCELLENCE IN INNOVATIVE NEWSLETTER PRODUCTION**

Community newsletters are vital tools to keep residents informed of important neighborhood issues and events. The purpose of this award is to recognize publications that embody the “best practices” in newsletter production and distribution. **Previous winners may not apply.**

Name of Neighborhood Organization: \_\_\_\_\_

Name of Newsletter Editor: \_\_\_\_\_

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

Phone Number for Newsletter Editor: \_\_\_\_\_

Name of Newsletter: \_\_\_\_\_

County Commission District: \_\_\_\_\_

Number of issues produced each year: \_\_\_\_\_

Number of residents in neighborhood: \_\_\_\_\_

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) How is the newsletter produced?
- 2) How is the newsletter distributed? Is it distributed or made available to all residents in the neighborhood?
- 3) How is it funded?
- 4) What are some of the unique features or topics that are covered in the newsletter?
- 5) Do residents of the neighborhood participate in the production and distribution of the newsletter by writing articles, assisting with the distribution, or other tasks?
- 6) How was the design of the newsletter developed?
- 7) What is the annual cost of producing the newsletter?
- 8) For associations with management companies, what role does a management company play in the production of the newsletter?
- 9) How do you receive and implement feedback from readers?
- 10) Is your newsletter posted on the Internet?

**Please attach any supporting documentation, no more than 5 pages, and three copies of past newsletters.**

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Contact/Nominator: \_\_\_\_\_

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

Nomination Form

**EXCELLENCE IN COMMUNITY BUILDING PROJECTS**

Much of the hard work citizens do to preserve and maintain their neighborhoods goes unnoticed. This category provides a means to recognize and reward these unsung heroes. Community building projects are activities that are initiated by any organization to improve the physical or social environment of their community. Examples include but are not limited to landscaping, signage, park improvements, youth programs, clean-up campaigns, and volunteer services. The project must have been completed between January 1 and December 2013.

Name of Neighborhood Organization: \_\_\_\_\_

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

Name of project or program: \_\_\_\_\_

Duration of the project or program: Beginning \_\_\_\_\_ Ending \_\_\_\_\_

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) What was the purpose of the project or program?
- 2) Was this project a winner of a grant or part of a Safe Neighborhood? If, yes, in what year?
- 3) Why did the residents feel the project or program was necessary?
- 4) How was the project or program funded?
- 5) What is the approximate cost of the project or program in terms of materials and volunteer time?
- 6) How many volunteers were used to complete the project or program and how were they encouraged to participate?
- 7) What was the timeframe to complete the project or program?
- 8) What “kick-off” event was held before the project began and/or what “thank you celebration” occurred after the project or program was completed?
- 9) How is the project or program being maintained?
- 10) How has the community benefited or been directly impacted by this project?
- 11) Were other community partners, such as businesses, churches, non-profit organizations, or schools involved in developing or implementing the project or program?

**Please attach supporting documentation (5 pages max).**

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Contact/Nominator: \_\_\_\_\_

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

Nomination Form

**EXCELLENCE IN NEIGHBORLY SERVICE**

This award recognizes the simple acts of kindness that help to build community spirit. Individuals or groups nominated for this award demonstrate the importance of lending a helping hand, and provide volunteer services within neighborhoods. Service must have been performed between January 2013 and December 2013. Specific examples must be included.

Name of Nominee(s): \_\_\_\_\_

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

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

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

Name of Neighborhood Organization: \_\_\_\_\_

County Commission District: \_\_\_\_\_

Areas of Service:

\_\_\_\_\_ *Youth/Senior support programs*

\_\_\_\_\_ *Community beautification projects*

\_\_\_\_\_ *Volunteer professional services*

\_\_\_\_\_ *Organizing community events*

\_\_\_\_\_ *Initiating the establishment of a neighborhood organization*

\_\_\_\_\_ *Representing the neighborhood before elected officials*

\_\_\_\_\_ *Initiating /Organizing fundraising*

\_\_\_\_\_ *Other: \_\_\_\_\_*

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) What significant 'good deeds' did the nominee(s) accomplish between January 1st and December 31st of last year? *Be very specific, include dates if possible.*
- 2) Does the nominee(s) belong to other community service organizations? *Please list organizations.*
- 3) What are some specific examples of how the nominee(s) assisted residents within his or her immediate neighborhood and/or residents in other neighborhoods?
- 4) What are the specific talents or personality traits that help the nominee(s) successfully perform 'good deeds'?
- 5) What specific projects or programs has the nominee(s) initiated to assist neighbors?
- 6) Approximately how many hours per month does the nominee(s) spend performing his or her 'good deeds'?
- 7) Does the nominee(s) know he or she is being nominated?
- 8) What is the impact this nominee(s) has had on the quality of life in your neighborhood?

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Contact/Nominator: \_\_\_\_\_

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

## Excellence in Safety & Security Initiatives

This award recognizes neighborhood organizations that have established programs, policies, and procedures which are designed to protect and ensure the safety of residents and property within the community. The initiative occurred between January 2013 and December 2013.

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

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

President/Executive Officer Name: \_\_\_\_\_

President/Executive Officer Phone: \_\_\_\_\_

County Commission District: \_\_\_\_\_

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) Please describe the security issues facing your neighborhood.
- 2) Please describe the steps your neighborhood has implemented to strengthen security for each of these areas. Please be specific.
- 3) How many volunteers are participating in your initiative/project and how were these volunteers encouraged to participate?
- 4) Have your efforts led to a decrease in security-related incidents in your community? Please explain.
- 5) What steps has your organization taken to ensure that every resident is aware of security /safety policy and procedures?
- 6) Please describe the steps your programs, policies, and procedures your community has implemented to strengthen security for each of these areas. Please be specific.
- 7) Were other community partners, such as businesses, churches, non-profit organizations, schools, involved in any of these initiatives? Please provide details about their improvement.

**Please attach any supporting documentation (5 pages max).**

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Contact/Nominator: \_\_\_\_\_

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

## UP & COMING COMMUNITY ORGANIZATION

Getting organized to address community concerns is not an easy task. This award honors the journey of citizens in forming a community organization. *Only community organizations that have been in existence for less than two years are eligible.*

Name of Organization: \_\_\_\_\_

Address of Organization: \_\_\_\_\_

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

President/Executive Officer Name: \_\_\_\_\_

President/Executive Officer Phone: \_\_\_\_\_

County Commission District: \_\_\_\_\_

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) When was the organization established? Attach adopted bylaws.
- 2) What are the organizations designated boundaries?
- 3) How was the organization formed?
- 4) What was the reason for forming the community organization?
- 5) How many active members are in the organization?
- 6) What major accomplishments (programs, projects, and events) have been completed since the formation of the community organization?
- 7) How often does the organization meet?
- 8) What methods (newsletters, flyers, signs, and the Internet) does the organization (i.e. officers) use to communicate with residents?
- 9) What community challenges or obstacles did you overcome during the process of organizing?

**Please include a copy of the organization by-laws and five (5) pages of supporting documents.**

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Contact/Nominator: \_\_\_\_\_

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

Nomination Form

CLEAN AND ATTRACTIVE NEIGHBORHOODS

The Clean and Attractive Neighborhoods (C.A.N.) Award recognizes residents that take advantage of the many clean-up and beautification programs available through various County Departments and Divisions. These programs include but are not limited to Community Clean Ups, Community Code Enforcement, Adopt-A-Highway and Neighborhood Pride Grants. This award recognizes the organization that has gone "above and beyond" to make their neighborhood more beautiful. The project(s) must have been completed between January 2013 and December 2013.

Name of Neighborhood Organization: \_\_\_\_\_

Neighborhood Contact: \_\_\_\_\_

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

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

County Commission District: \_\_\_\_\_

In which of the following C.A.N. programs did your organization participate during January 1st and December 31st of last year? *Please indicate the month and year next to the program.*

- |                                  |                                      |
|----------------------------------|--------------------------------------|
| _____ Adopt-A-Highway            | _____ Minor Repair/Substantial Rehab |
| _____ Adopt-A-Lake               | _____ MSBU/TU Improvements           |
| _____ Community Clean Up         | _____ Mobile Irrigation Lab Audit    |
| _____ Community Code Enforcement | _____ Neighborhood Pride Grants      |
| _____ Clean Lakes Program        | _____ Neighborhood Clean Up          |
| _____ FL Friendly Landscape      | _____ Storm Drain Labeling           |
| _____ Demonstration Garden       | _____ Yard of the Month              |
| _____ Graffiti Program           |                                      |

**Please number and answer the following questions on a separate page (do not exceed 2 typed pages, 12 pt font):**

- 1) What other clean-up and beautification projects, outside of the C.A.N. programs listed above, has your organization implemented in the past year?
- 2) What have been the direct results or impacts to the community from this project?
- 3) How many volunteers were used to complete the projects or programs and how were they encouraged to participate?
- 4) Were other community partners, such as businesses, churches, non-profit organizations, schools, involved in the projects or programs?

**Please attach any supporting documentation including pictures, flyers, and agreements.**

\_\_\_\_\_  
Contact/Nominator: \_\_\_\_\_

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