

The City of Redondo Beach Recreation and Parks Commission's
**VOLUNTEER AND EMPLOYEE ACKNOWLEDGEMENT PROGRAM
GUIDELINES & INFORMATION**

As a people we must work together to ensure that our City is safe, welcoming, and productive. To this goal, the general public includes individuals and groups that exemplify the meaning of **Community** by volunteering their time and talents for the benefit of our city without compensation. These volunteers' work benefits the community with "sweat equity" and save the City of Redondo Beach untold thousands of taxpayer's hard-earned dollars.

The Redondo Beach Recreation and Parks Commission ("Commission") wishes to identify and acknowledge those whose service positively impacts us all and inspires those around them to proactively act and become involved as well. The Commission also wishes to recognize excellence and acknowledge the efforts of City employee that go above and beyond the call of duty that their work typically entails. To this end, the Commission has developed a Volunteer and Employee Acknowledgement Program. This recognition could include individual or community organization acknowledgements through a nomination process. Community members may nominate any one or more individuals or group of individuals in each category. Certificates of Acknowledgement will be provided biannually or as needed throughout the calendar year to those volunteers that have made a difference to our collective lives in the City of Redondo Beach. If the contributions made to the general public is deemed worthy of additional recognition after a review of all nominees received throughout each calendar year, they may be additionally honored as Individual or Organization of the Year. This annual recognition is available for each category. City Employees may be nominated for exemplary work or service to projects, activities or programs that are directly related to the Community Services Department; or for exemplary work or service to projects, activities or programs that benefit the City's parks or greenspace.

Award Categories

The Recreation and Parks Commission will identify persons in the following categories:

- Individual Certificate of Acknowledgement (biannual or as deemed worthy)
- Organization Certificate of Acknowledgement (biannual or as deemed worthy)
- City Employee Certificate of Acknowledgement (biannual or as deemed worthy)
- Volunteer of the Year (individual)
- Volunteer of the Year (organization)

Requirements:

- Nominated individuals or organizations must have personally performed unpaid acts of volunteer service within the City. The result of this service must provide a proven benefit to the community of Redondo Beach.
- Residency in Redondo Beach is not required for recognition.
- The volunteer service must have been completed within twelve months of the recognition; however, cumulative activities over a longer period of time may also be considered.

- City Employee recognitions are awarded for activities that go beyond the regular scope and nature of their role in the organization.
- Eligible services do not include the donation of funds; political lobbying; religious instruction that solely benefits the institution; mandated or assigned volunteer service, either court-ordered, school assignment or other; and services that provide a sole benefit to family members.

Those nominating individuals or organizations must complete the Volunteer and Employee Acknowledgement Program Application outlining the services provided; their volunteer accomplishments; and achievements of the individual or group. A narrative of their actions must be provided in 500 words or less. Specific examples of the volunteer service along with photos will be accepted. Applications are available on the City website and at the Community Services office, located at 1922 Artesia Blvd. Completed applications can be submitted in-person at the Community Services office or via email to kelly.orta@redondo.org.

Review of Nominations

The Commission shall appoint a Volunteer and Employee Acknowledgement Program Subcommittee (“Subcommittee”) consisting of no more than three commissioners. It is preferred that this Subcommittee include three commissioners at all times. This Subcommittee shall receive copies of all nomination packets on a biannual basis each January and July and will review them outside of regularly scheduled Commission meetings. This review need not be conducted collectively. Any comments concerning the nomination shall be noted on the application. Upon review, the Subcommittee shall meet in person or virtually to discuss the merits of each nomination and whether it would recommend to the Commission its consideration for recognition. Only those nominations that receive a unanimous decision of the Subcommittee shall be recommended for consideration to the Commission.

Biannually, the Commission will consider the Subcommittee’s recommendation(s) at a regularly scheduled meeting. Only those nominations that receive a unanimous decision of the Commission shall be awarded for recognition at a subsequent meeting.

Recognition

The recognition may consist of a certificate from the Commission, signed by the Chairperson, and presented to the individual or organization during a regularly scheduled Commission meeting. A letter outlining the accomplishments of the individual or organization may accompany the certificate. This recognition may be in addition to or in conjunction of other awards programs initiated by the City or other entity.

Additional Acknowledgments

The Commission may forward recognition awards(s) to the City Council for consideration of additional acknowledgements. Information concerning the acknowledgment may be disseminated to the local media, City social media accounts, and/or the City website, where appropriate.