

The City of Redondo Beach Recreation and Parks Commission's
**VOLUNTEER 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 the City's parks, greenspaces, or recreational activities, and inspires those around them to proactively act and become involved as well. To this end, the Commission has developed a Volunteer Acknowledgement Program. This recognition includes acknowledgements for individuals or community organizations through a nomination process. Community members may nominate any one or more individuals or group of individuals for each category. Certificates of Acknowledgement will be provided 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 are deemed worthy of additional recognition, the volunteer(s) may be additionally honored as Individual or Organization of the Year. This annual recognition is available for each category.

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)
- 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 and for the sole benefit of the City's parks, greenspaces, or recreational activities.
- 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.
- 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 at least a biannual basis each January and July and will review them outside of regularly scheduled Commission meetings. This review need not be conducted collectively. Upon review, the Subcommittee shall meet in person or virtually to discuss the merits of each nomination and whether it would recommend the Commission approve the recognition. Only those nominations that receive a unanimous decision of the Subcommittee shall be recommended for consideration to the Commission.

At least 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 acknowledgments. Information concerning the acknowledgment may be disseminated to the local media, City social media accounts, and/or the City website, where appropriate.