

PURPOSE

To recognize citizens, organizations, or initiatives for their exceptional **volunteer** contributions to providing facilities, programs, or services in the areas of preservation of natural areas and park spaces, recreation or education.

To inform the public of the contributions made by individuals or organizations whose work compliments the priorities of forest preserves and parks.

To encourage sustainability, environmental preservation, beautification, education, and recreation ethic within Winnebago County, Illinois.

To honor a dedicated friend of the Forest Preserves of Winnebago and Rockford Park District whose deeds are an example for others to follow.

PROCEDURE

Nominations: Individuals, organizations, or groups, may be nominated by submission of the attached award nomination form. Forms are available from the Forest Preserves of Winnebago County and Rockford Park District offices or online at www.rockfordparkdistrict.org/About/General/Awards.

Timeline: **Nominations are due by March 14, 2016.** The award presentation will be on April 13, 2016.

Qualifications: Individuals should be living, past or present residents of Winnebago County, having made their contribution within the past 20 years.

Organizations and groups may be a corporation, service club, special initiative group, or educational or governmental agency that has worked within the county, having made their contribution in the past 10 years. *Currently-serving board and staff members of the Forest Preserves of Winnebago County and the Rockford Park District are not eligible.*

THE AWARD

The award shall consist of a plaque of Kentucky Coffee Tree wood displaying an Atwood memorial medal, a plate describing the award, and an inscription bearing the date and name of the recipient. Legacy plaques at the headquarters of both Forest Preserves of Winnebago County and Rockford Park District bear the names of winners throughout the history of the award.

REVIEW COMMITTEE

The review committee consists of Forest Preserves of Winnebago County and Rockford Park District executive directors (or their designees), previous award recipients, and representatives of the Atwood family, as they are able to serve.

Seth B. Atwood
Memorial
Park and
Conservation
Service
Award



NOMINATION FORM

Please carefully read the guidelines for submitting nominations, as the detail and manner in which documentation is submitted will allow the review committee to fairly evaluate your nomination.

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DEADLINE for nominations: Friday, March 14, 2016

Nomination Category and Nominee Name:

- Individual _____
- Group/Organization _____
Name key individual(s) _____
- Youth (individual or group) _____
- Professional (requires service above and beyond their work responsibilities) _____

Street Address

City State Zip Phone Number

NOMINATED BY

Name/Individual Contact Person Date

Title and/or Organization

Street Address

City State Zip Phone Number

SUPPORTING DOCUMENTATION, IN SEQUENCE

1. Brief biographical history of nominee. For individuals, include clubs, organizations, schools attended, family, hobbies, interests, etc.
2. If applicable, provide nominees professional or related experiences.
3. Identify publications by the nominee which have been of significance related to the purpose of this award.
4. Explain *in detail* the contributions made by the nominee whom you feel merit the receipt of this award recognition; this is the most important element of the nominations.
5. Attach additional documentation pertinent to the nomination. Although support documentation is needed for a strong nomination, nominations should be as *concise* as possible. If further documentation is needed, the review committee will request such from the nominator.

Mail or deliver to: Forest Preserves of Winnebago County

Attn: Jamie Johannsen	jjohannsen@winnebagoforest.org
5500 Northrock Drive	Ph: (815) 877-6100
Rockford, IL 61103	Fx: (815) 877-6124

Forest Preserves of Winnebago County & Rockford Park District