City of Mission Viejo Community Services Wall of Recognition Policy

Community Services Wall of Recognition
Placement of a plaque or name plate on the Wall of Recognition is reserved for those who have provided extraordinary, lasting, and highly significant service contributions to the community.

Nominations may be submitted by, but are not limited to, the nominee’s family member, a member of the Mission Viejo community, a local official or someone from a non-profit organization or business with whom the proposed nominee is or was affiliated. Nominations will be considered and reviewed on an annual basis.

Minimum Nominee Requirements:
1. Nominees must be a resident or student of Mission Viejo at the time the application is submitted.
2. Service must have been performed in, or must have provided a direct benefit, to the community of Mission Viejo.
3. The nominee must demonstrate exemplary conduct above and beyond what is normally expected.
4. Application for Wall of Recognition nominee must be signed by a minimum of twenty (20) individuals; all twenty must be Mission Viejo residents.
5. It is the policy of the City that recognition awarded posthumously will be eligible for consideration after a twelve-month period.

Selection Committee
The Selection Committee (Committee) will be comprised of one member from each of the following committees with the exception of the Community Services Commission (Commission), which will have two voting members:

- Recreation and Community Services Department (advisory only and will not vote)
- Community of Character Committee
- Cultural Arts Committee
- Heritage Committee
- Senior Citizens Activities Committee
- Student Advisory Committee
- Community Service Commission (two Commissioners)

1. The Committee will meet on a date(s) determined by the Recreation and Community Services Director.
2. The Committee will review the applications to determine whether the policy criteria have been met and will verify the information contained in the application is correct and that there are no compelling circumstances that would disqualify the nominee from being recognized.
3. On an annual basis the Committee will forward written recommendations regarding Wall of Recognition nominations to the Commission for further consideration.

Recognition Procedure:
1. Applications for nominations for the Wall of Recognition may be requested by completing the on-line nomination form. (Hand-written applications will not be accepted.)
2. The deadline to submit complete nominations for consideration in the current calendar year for the Wall of Recognition is the last business day in February by 5:00 p.m. (or date designated by the Director). All nominations received after 5:00 p.m. will be considered in the following calendar year.
3. All nominations for the Wall of Recognition will be directed to the Recreation and Community Services Department for review to ensure the application is complete.
4. The Recreation and Community Services Department will forward the completed applications to the Committee for consideration and review.
5. Incomplete applications will be returned to the nominator for completion up to the last business day in February by 5:00 p.m. (or date designated by the Director).
6. On an annual basis, the Committee will forward their recommendations regarding Wall of Recognition to the Commission.
7. During the calendar year of submission, the Commission will review the Committee’s recommendations and will then make recommendations regarding Wall of Recognition nominations to the City Council.
8. The City Council will review the Commission’s nominations and will have final authority to act on the recommendation regarding Wall of Recognition.
9. The City Council will approve the installation of a plaque on the Wall of Recognition.
10. The City Council will recognize the recipients at a special presentation.

Community Services Wall of Recognition Plaque or Name Plate and Location:

1. A plaque or name plate will include the name of the recipient, a brief description of the service provided, and the date of the award.
2. The plaque or name plate will be installed on the Wall of Recognition located in the Norman P. Murray Community and Senior Center.

Mail Application for Wall of Recognition Nominations
Julie Zanio
Norman P. Murray Community Center
24932 Veterans Way
Mission Viejo, CA 92692
(949) 470-3035
jzanio@cityofmissionviejo.org

Please review the policy criteria before submitting an application to nominate an individual, business or organization for recognition. Applications that are incomplete or do not meet the criteria will be returned.

Completion of a nomination form does not guarantee an award.
Date: ________________________________________________________________

Nominated Individual’s Name: _____________________________________________

Mission Viejo Address: ___________________________________________________

Years of Service to the Community of Mission Viejo: ___________________________

Nominating Individual’s Name: _____________________________________________

Address: __________________________________________________________________

City: ___________________________ State: ________ Zip: ______

E-Mail: __________________________________________________________________

Phone Number: __________________________________________________________

Background of Nominee:

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

________________________________________________________________________

Reason this individual should be recognized (Please attach a separate one-sided, double spaced, 8 ½” by 11” typewritten page in a font size no smaller than 12-pt):

Twenty (20) Mission Viejo resident signatures required.

Signature of Nominator: _____________________________________________________

Twenty (20) additional signatures for Wall of Recognition nominations, a Mission Viejo address, phone number and email address is required.
8. _______________________________ _______________________________
   PRINT NAME ADDRESS
   EMAIL: _______________________________ PHONE#
   ___________________________________________________________
   SIGNATURE RELATIONSHIP TO NOMINEE

9. _______________________________ _______________________________
   PRINT NAME ADDRESS
   EMAIL: _______________________________ PHONE#
   ___________________________________________________________
   SIGNATURE RELATIONSHIP TO NOMINEE

10. _______________________________ _______________________________
    PRINT NAME ADDRESS
    EMAIL: _______________________________ PHONE#
    ___________________________________________________________
    SIGNATURE RELATIONSHIP TO NOMINEE

11. _______________________________ _______________________________
    PRINT NAME ADDRESS
    EMAIL: _______________________________ PHONE#
    ___________________________________________________________
    SIGNATURE RELATIONSHIP TO NOMINEE

12. _______________________________ _______________________________
    PRINT NAME ADDRESS
    EMAIL: _______________________________ PHONE#
    ___________________________________________________________
    SIGNATURE RELATIONSHIP TO NOMINEE

13. _______________________________ _______________________________
    PRINT NAME ADDRESS
    EMAIL: _______________________________ PHONE#
    ___________________________________________________________
    SIGNATURE RELATIONSHIP TO NOMINEE
14. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

15. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

16. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

17. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

18. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

19. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE

20. __________________________________________
   PRINT NAME
   EMAIL: __________________________
   PHONE# ________________________
   SIGNATURE ______________________
   RELATIONSHIP TO NOMINEE
If you have questions regarding the nomination process, please contact the Recreation and Community Services Department at 470-3035.

SUBMIT COMPLETED APPLICATIONS BY the last business day designated by the Director.

Julie Zanio  
Norman P. Murray Community Center  
24932 Veterans Way  
Mission Viejo, CA 92692  
(949) 470-3035  
jzano@cityofmissionviejo.org

Date Received by the City: ________________________________
Submitted to the Selection Committee: ____________________________
Submitted to Community Services Commission: ____________________________
Submitted to the City Council:

City of Mission Viejo Recognition Flow Chart

Application is complete

Nomination is made

Community Service Director Reviews

Recognition Committee reviews and makes recommendations to the Community Services Commission

May recommend to City Manager for City Council

- Proclamation of Commendation
- Certificate of Commendation
- Certificate of Appreciation

No

Community Services Commission reviews and makes recommendations to the City Council

Considered by City Council

Plaque is installed on Wall of Recognition