

The Lincolnwood Human Relations Commission Award

(Revised and Adopted November 9, 2009)

I. Name of the Award

- “Lincolnwood Human Relations Commission Award”

II. Qualifications of Recipients

- Must be a resident of Lincolnwood, a nonresident who owns a Lincolnwood business, or a nonresident who works in Lincolnwood
- Must exhibit outstanding personal leadership and accomplishment in an area of service which advances the mission of the Lincolnwood Human Relations Commission by promoting understanding, mutual respect and/or neighborly cooperation among Lincolnwood residents
- Recipient may be selected for accomplishment in any civic endeavor, including, but not limited to business, education, government, health and housing
- Recipient may be of any age

III. Frequency of Award

- Award will be granted annually to increase recognition within the community
- One recipient will receive the award annually providing acceptable candidates are nominated

IV. Nomination Rules

A. Process

- Nominations may be submitted by HRC members as well as open nominations from the community
- A nomination letter shall be sent to the Human Relations Commission Award Committee at
Lincolnwood Village Hall, 6900 N. Lincoln Ave., Lincolnwood, IL 60712 or emailed via the village website
- The letter should include full contact information for both the candidate and the person submitting the nomination
- The letter should explain how the activities of the nominee serve the community of Lincolnwood and how they support the mission of the Human Relations Commission (see HRC Mission Statement)
- Newspaper clippings, photographs, letters of recommendation and other supportive materials are highly encouraged but not required as part of the nomination process

B. Timeline

- Nominations may be submitted from Jan 1st to April 20th (as of 2009)
- Deadline for HRC Award Committee selection is the second Monday in May
- The full HRC membership will approve the selection at the May HRC meeting
- Recipient will be informed after the Human Relations Commission approves the selection
- Presentation of award will be made in a June village board meeting

V. Selection of Recipient

- A recommendation will be made by an HRC Award subcommittee
- The full Human Relations Commission will then approve of selection

VI. Award Presentation

- Award will consist of a personal recognition plaque for the recipient to keep and also his or her name will be engraved onto a perpetual plaque to be displayed in the Lincolnwood Village Hall
- Award will be presented at a Village Board Meeting