



Monmouth County Citizen Service Award Criteria

The Monmouth County Citizen Service Awards honor Monmouth County residents who have answered a call to service by selflessly and willingly providing assistance to others, with no expectation of payment or reward.

To have someone considered for recognition, submit a letter of nomination, no more than two pages in length, which includes the following information:

- The nominee's name, address, telephone number and email address (if available).
- A concise description of what the nominee did in his or her call to service. Be sure to include specific tasks or actions. If applicable, include the total number of hours given to the cause or service since January 2008.
- Defining the need for the activity or service and describe the community, individuals, agency or population served and how those served benefited from the nominee's actions.
- If possible, identify what motivated the individual to service. This would be the place to include any unusual challenges overcome by the nominee - may be personal or community limitations or restrictions.
- In one sentence, explain why the nominee is deserving of the award.
- Provide two references. Include the name, address, and daytime telephone number of both.

The nominator should also include his or her name, address, telephone number and email address (if available).

The nominee shall not have served as a loaned executive, student intern, or in a work release program. Board or commission members and employees are not eligible for service or volunteer work in their respective agencies. However, board or commission members or employees who give time and service to an agency beyond assigned responsibilities may be considered. A nominee must have given volunteer time between January 1, 2008 and the date of award submission to be eligible for the 2009 award; long-time service is not necessary but may be considered.

Nominations will be considered on a monthly basis. Nominations received by the tenth of the month will be considered for recognition within that month. Worthy nominations may also be held over to a subsequent month for recognition. Presentation of the award will be coordinated with the recipient.

Submit your completed letter of nomination by email to freeholdermcmorrow@gmail.com.

Or, submit your completed letter of nomination by U.S. Mail to:

Citizens Service Awards
Monmouth County Board of Chosen Freeholders
PO Box 1255
Freehold, NJ 07728