

## ADMINISTRATIVE PROCEDURE



Chesterfield County

Department of Parks  
and Recreation

Division	Subject	Approved By
Admin	Volunteer Monument Hall of Fame Guidelines	<i>[Signature]</i> Last Updated: 6/9/17

The Chesterfield County Parks and Recreation Volunteer Hall of Fame Monument is designed to recognize those who have rendered outstanding volunteer service to the community, which supports the mission of the Parks and Recreation Department. Volunteer Monuments are located at Huguenot Park, Harry G. Daniel Park at Iron Bridge, R. Garland Dodd Park at Point of Rocks, Matoaca Park and Rockwood Park.

**NOMINATOR:** Nominations can be made by athletic and non-athletic organizations, friends, senior groups, non-profit service organizations, businesses, and others who can verify the nominee's qualifications for recognition. The nominator is responsible for providing complete and accurate information.

### **CRITERIA FOR SELECTION:**

1. The nominee must reside in Chesterfield County or have been a resident at the time the service was performed.
2. His or her work must reflect outstanding volunteer service.
3. A nominee may be nominated more than once.
4. The organizations served by the candidate must be recognized as a co-sponsored organization with the Parks and Recreation Department.
5. The candidate must be a person of high moral character.
6. The candidate must not have received any remuneration for his volunteer efforts.
7. The Parks and Recreation Advisory Commission may waive any of the criteria for selection, depending on special circumstances and considerations with a 2/3 majority vote of the commission.

**NOMINATION:** Nominations must be made by completing the application and attaching a written or typed page listing the requested information about the nominee. Please answer each section completely. Nominations are accepted at any time.

Nominations should be mailed to:  
Chesterfield County Parks and Recreation Department  
P. O. Box 40  
Chesterfield, Virginia 23832

### **LEVELS OF RECOGNITION**

#### **Lifetime**

- The Lifetime Volunteer Award is a special award that recognizes an individual's significant contribution to the community. This individual has the respect of his/her peers due to exemplary leadership and character and whose achievements will be a source of historic pride for future leaders in the community. This individual's legacy will have an exceptional degree of accomplishment, which should include but not limited to mentoring, philanthropy and the ability to empower and instill passion in the community.
- In addition to the volunteer application, a brief biography of this individual's accomplishments and history must be included to be considered for the Lifetime Volunteer Award.
- The Lifetime Volunteer Award is recognized by the Chesterfield County Board of Supervisors, the Chesterfield County Parks and Recreation Advisory Commission, and recognition on the Volunteer Hall of Fame monument.

**ADMINISTRATIVE PROCEDURE, continued**

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**Meritorious**

- The Meritorious Volunteer Award is a symbolic formal recognition of an individual who has served as an exemplar of community service. The recipient has demonstrated outstanding volunteer service through a willingness to influence and encourage the next generation of volunteers. This individual has made a profound difference in the county and has a history of being a career volunteer.
- The Meritorious Volunteer Award recipient is recognized by the Chesterfield County Parks and Recreation Commission as well as at the recipient's local organization's meeting. The recipient will be recognized on the Volunteer Hall of Fame monument. Please include a brief narrative about the nominated individual with the application.

**Honorary**

- The Honorary Volunteer Award is a gesture of respect to an individual whose performance and value to the community deserves recognition. Individuals recognized at this level have distinguished themselves for their outstanding achievements, extraordinary leadership and volunteer accomplishments. These individuals are the backbone of community-based organizations.
- The Honorary Volunteer Award is recognized by the Chesterfield County Parks and Recreation Advisory Commission as well as at the recipient's local organization's meeting. A plaque or certificate will be presented to this award winner. Please include a brief narrative about the individual nominated with application form.