



Jesse Reynolds Award

The Jesse Reynolds Award is presented to groups and/or individuals who have made outstanding contributions to the City of Richmond in the areas of Parks, Recreation and Community Facilities. This annual award program is named for the City of Richmond's first Recreation and Parks Director.

The Jesse Reynolds Award will recognize those who make a significant impact on our Parks, Recreation and Community Facilities through philanthropic contributions, volunteerism, and community mobilization efforts. Award recipients will be recognized for their contributions at an awards ceremony in July 2009.

A panel of the City of Richmond's Parks, Recreation and Community Facilities Advisory Board Members, independent of the City of Richmond Parks, Recreation and Community Facilities Department, will select the winner(s) of the award. Each winner(s) will receive a certificate of achievement and a tree planted at one of the city's recreational centers, parks or community facilities in his or her honor.

Nominations Due June 30, 2009

For more information, please contact:

Jesse Reynolds Award Committee
City of Richmond Parks, Recreation
and Community Facilities Advisory Board
Attn: April L. Steed
900 East Broad Street, Room 407
Richmond, Virginia 23219



Telephone: (804) 646-5696
E-mail: april.steed@richmondgov.com

Award Categories

Philanthropic Contribution: Individual(s) or group(s) who make significant monetary contributions that support the mission of the City of Richmond's Department of Parks, Recreation and Community Facilities.

Volunteerism: Individual(s) or group(s) who engage in community service activities that benefit the City of Richmond's Department of Recreation, Parks and Community Facilities.

Community Mobilization: Individual(s) or group(s) who engage in activities that encourage community involvement in the support of the mission and programs of the City of Richmond's Department of Parks, Recreation and Community Facilities.

Please note: The City of Richmond's Parks, Recreation and Community Facilities Advisory Board reserves the right to select one or more recipients for the Jesse Reynolds Award in each of the above categories.

Eligibility Guidelines

- Nominee's philanthropic, volunteerism, and community mobilization efforts must serve the community at large. Groups providing service to their own members are not eligible.
- City of Richmond Parks, Recreation and Community Facilities Advisory Board Members, City of Richmond Parks, Recreation and Community Facilities Director, and judges and their family members cannot participate as nominator or nominee.
- City of Richmond Parks, Recreation and Community Facilities Employees may be nominated for this award. Nominations must be written by the employee's supervisor or a City of Richmond resident.
- Nominees can be nominated in consecutive years.
- Nominees cannot be selected as award winner in two consecutive years.

Jesse Reynolds Award

Nomination Form (Deadline June 30, 2009)

Please check the category that is most appropriate for the nominee.
One winner will be selected per category.

Category: Philanthropy Volunteerism Community Mobilization

Nominee Information

Name: _____ If Group, Contact Name: _____
(List Individual or group name here.)

Street Address: _____

City/State/Zip: _____

Evening Phone: _____ Daytime Phone: _____

FAX Number: _____ E-mail Address: _____

Has the nominee been nominated before? (Circle one.) Yes No

Nominator Information

Name: _____ If Group, Contact Name: _____
(List Individual or group name here.)

Street Address: _____

City/State/Zip: _____

Evening Phone: _____ Daytime Phone: _____

FAX Number: _____ E-mail Address: _____

I certify that the information provided on this nomination form is true and correct to the best of my knowledge; and that all information submitted becomes the property of the City of Richmond's Parks, Recreation and Community Facilities Advisory Board and may be used/released at the discretion thereof.

Signature: _____ Date: _____

Verification Information

Please provide two references who may be contacted to verify the scope and extent of the nominee's activities. References cannot include the nominee or relatives of the nominee.

Name: _____ Relationship to Nominee: _____

Street Address: _____

City/State/Zip: _____

Evening Phone: _____ Daytime Phone: _____

Name: _____ Relationship to Nominee: _____

Street Address: _____

City/State/Zip: _____

Evening Phone: _____ Daytime Phone: _____

Print or type answers to the following using separate sheet(s) of paper:

- **Activity:** Describe the nominee's philanthropic, volunteerism, and community mobilization efforts and how these efforts have enhanced the City of Richmond's recreation programs, parks and community facilities.
- **Need:** Describe need for nominee's service(s).
- **Action:** Was nominee active, founder, etc? Explain.
- **Initiative:** Did nominee start new programs, use new methods to address community needs, initiate activities, promote collaboration with other organizations? Explain.
- **Achievement:** Did nominee accomplish desired results? Explain.
- **Impact:** Describe impact or difference nominee's service made to City of Richmond's recreation programs, parks and community facilities. Explain.
- **Challenges:** Did nominee overcome challenges (limited resources, public perception)?
- **Other:** Why do you believe your nominee deserves the Jesse Reynolds Award?

Mail Nomination To:

Jesse Reynolds Award Committee
City of Richmond Parks, Recreation
and Community Facilities Advisory Board
Attn: April L. Steed
900 East Broad Street, Room 407
Richmond, Virginia 23219

Tips for Completing the Jesse Reynolds Award Nomination Form

- ✓ Read the instructions on the form. Answer all questions on the form. Missing or incomplete information automatically disqualifies the nomination.
- ✓ Nomination form may be retyped on computer if format remains the same.
- ✓ Typewritten information is preferred but if that is not possible, neatly print the information.
- ✓ Do not put your nomination form and attachments in any kind of special binder. Simply staple or clip the pages together.
- ✓ Note the selection criteria carefully and try to address them when answering the questions. Nominees who initiate programs or services that solve a community problem or provide a needed service draw the most attention. Describe the service and/or program's impact with examples and results achieved. List unusual challenges overcome, such as limited funding and public perception. Describe the amount of time and resources spent on the activity or service.
- ✓ Assume that the judges know nothing about the nominee. Some local judges will not be familiar with the facts, so tell the nominee's story as you would to a complete stranger.
- ✓ Well-written nominations usually score well. If you have good writing skills, it is an advantage. If not, try to get help from someone who does. Be as concise and as brief, but as thorough, as possible. Write short sentences. Give concrete detail. Avoid a lot of praising adjectives. Give the judges the most important information in the first few sentences, then elaborate as necessary. Proofread work. You may want to ask other people to review it for errors or to make suggestions.
- ✓ DO NOT SEND photos, videos, scrapbooks, etc. Be specific and concise, attaching no more than FOUR pages.
- ✓ Be sure to verify all information on the form. Winning nominations are checked carefully to verify all information. Any false information will disqualify the application.

Nominations are due June 30, 2009

For more information, please contact:

Jesse Reynolds Award Committee
City of Richmond Parks, Recreation
and Community Facilities Advisory Board
Attn: April L. Steed
900 East Broad Street, Room 407
Richmond, Virginia 23219
Telephone: (804) 646-5696
E-mail: april.steed@Richmondgov.com



Dear Friend:

Thank you for requesting a nomination form for the Jesse Reynolds Award. The Jesse Reynolds Award is named for the department's first director of Recreation and Parks. The award honors groups and/or individuals who have made significant contributions to the City's Parks, Recreation and Community Facilities through philanthropy, volunteerism and community mobilization efforts.

Winners of this award will be announced at a special awards ceremony in July 2009. Each winner will receive a certificate of achievement and tree planted in his or her honor at or near a City of Richmond Parks, Recreation and Community Facilities location.

Nomination forms are due by June 30, 2009. Should you have any questions or concerns, please feel free to contact April L. Steed at (804)646-5696.

Sincerely,

Alicia Cole

Alicia Cole, Chair
Recreation and Parks Advisory Board