

# West Virginia Recreation and Park 2019 AWARDS & GUIDELINES

The following awards are being offered by the WVRPA for outstanding accomplishments under qualifications, rules and procedures listed herewith. Please read the list of available awards and submit any nominations you may have to Kaitlin Bishop by September 20, 2019.

## **Rachel Mitchell**

*Marion County Parks & Recreation  
P.O. Box 1258  
Fairmont, WV 26555  
(304) 363-7037  
rmitchell@mcpark.com*

### **General Guidelines for All Nominations**

1. The person placing the nomination before the Awards Committee shall be prepared to appear before the committee in order to answer any questions that members of the committee may have, and to supply any additional information that may be pertinent to the nomination but not included in the nominating materials.
2. Nominating documents for the awards shall be displayed at the annual conference, so format, design and presentation must be considered in this light. Nominating documents must be submitted in the appropriate protective binders.
3. All nominating documents will become the property of the WVRPA. In all likelihood, the materials will be returned, but as they are scheduled for display at the conference, the WVRPA cannot guarantee their return in the same condition as they were received.
4. All nominations must be submitted by a member of the WVRPA.
5. Nominees do not have to be members of the WVRPA, unless stipulated in the qualifications.
6. A park, recreation or leisure service agency in West Virginia may nominate one of its own employees, programs, areas or facilities for an award.
7. An investigation committee composed of two members with the closest proximity to the agency that has been nominated for a program or a facility award must visit and make an evaluation, in writing, and report back to the full committee.
8. All nominations must be received by the chairperson of the Awards Committee by no later than September 26 of each year.

### **Format for Nominating Documents**

Include as many of the following criteria as you feel necessary to showcase the impact of your nominee.

**Section I:** A letter of presentation that identifies the nominee, the award being requested, a contact person for the Awards Committee to interview and a person to present the award if the nominee is selected.

**Section II:** Narrative materials that describe and "sell" the worthiness of the nominee or the award. Each element of the awards criteria must be fully addressed in this section.

**Section III:** Letters or documents of support for the nominee from various segments of the community.

**Section IV:** As appropriate, either a biographical sketch of the person or a chronology of the development of the program, area, facility, etc.

**Section V:** Supporting documentation such as press releases, brochures, photographs, architectural drawings and other visuals. (This is especially encouraged in the facilities category)

### **Limitation of Awards**

It is to be understood that any or all of the awards offered by the WVRPA may or may not be given in any particular year. Unless obvious justification can be made for the presentation of an award, no award will be given, as to do so would reduce the prestige on the part of the previous recipients.

### **West Virginia Recreation and Park Association Awards**

The Awards Committee of the WVRPA is now accepting nominations for the following awards offered by our association: