



CITY OF SAN BRUNO SERVICE RECOGNITION PROGRAM

The San Bruno City Council confers an honor of service recognition upon people and organizations that have served the community in a significant way. There are two approved levels of service recognition, Special Service and Extraordinary Service. Nominees for service recognition must meet the nomination and service criteria described below in order to be considered for this honor. No organization may submit more than two nominations per year and people who are bestowed with service recognition may only receive it once within a specific category.

Recognition of Special Service

- At least one recognized San Bruno organization must complete a nomination form
- The nominee must have a minimum of fifteen (15) years dedicated service to San Bruno.
- The service rendered must demonstrate positive impact on the citizens of San Bruno.
- The nominee must be viewed as an appropriate role model in the community.
- The nominee must demonstrate significant contributions to the community by developing new programs, providing leadership for the enhancement of existing programs, or by providing new or improved facilities.

Recognition of Extraordinary Service

- At least two recognized San Bruno organizations must complete a nomination form
- The nominee must have a minimum of twenty-five (25) years of dedicated service to San Bruno.
- The service rendered must demonstrate a positive impact on the citizens of San Bruno.
- The nominee must be viewed as an appropriate role model in the community.
- The nominee must demonstrate significant contributions to the community by developing new programs, providing leadership for the enhancement of existing programs, or by providing new or improved facilities.
- The nominee must demonstrate active involvement in multiple community programs influencing the lives of many San Bruno citizens.

Selection Process:

- Nomination forms may be obtained and submitted by recognized community organizations on an ongoing basis through the City Clerk's office.
- Annually in February, a committee comprised of two members from each City Commission (Culture and Arts, Planning, and Parks and Recreation) will review the applications. The review committee can request information from City boards, committees, commissions and other community organizations to assist them in making their recommendation.
- Five affirmative votes from the committee are required to recommend the nominee to the City Council.
- Three affirmative Council votes are required for passage.



**CITY OF SAN BRUNO
SERVICE RECOGNITION PROGRAM
NOMINATION FORM**

The City of San Bruno has established a program to permanently honor those individuals and organizations that have provided service to our community. In order to evaluate prospective honorees, it is necessary that the City of San Bruno gain information regarding the nature and scope of the nominee's service to the community. This nomination form is to be completed by the organization(s) making the nomination on behalf of the nominee. Please refer to the recognition criteria to determine the eligibility of the prospective nominee.

Application for Recognition of:

Special Service ____

Extraordinary Service ____

Name of Nominee:

Name of Nominating Organization(s):

Name of Person Submitting Nomination:

Address:

Phone:

Email:

Date of Nominee's death (if applicable):

Please describe the nominee's service contribution to the community. Include dates of service at each organization.

Describe how the nominee made significant contributions to the development of new programs, the enhancement of established programs or by providing new or improved facilities. Describe how their leadership made a difference.

How did the service of the nominee provide a positive impact for the people of San Bruno?

Why was the nominee viewed as an “appropriate role model” within the community?

Which programs or locations were nominee most closely connected with?

Please submit this form to:

Attn: Recognition Program
San Bruno City Clerk
567 El Camino Real
San Bruno, CA 94066

For further information please call (650) 616-7071