



CITY OF SAN CLEMENTE WALL OF RECOGNITION

(Summary of Policy)

In recognition of the outstanding efforts of individuals who dedicate time and effort to the betterment of the community, the City of San Clemente has established a Wall of Recognition, located in the lobby of the Community Center, 100 North Calle Seville. The contributions and selfless efforts of these individuals have made the City of San Clemente a more productive and enjoyable place to live, work and play.

In February of each year, the City accepts nominations, from non-profit organizations or groups consisting of 10 or more individuals, of any person who meets the qualifications, as listed below, to be recognized on the Wall of Recognition. A review committee, comprised of a representative of the City Council and various commissions/committees, reviews the applications and makes a recommendation to City Council. The recipient chosen is permanently honored on the Wall with a plaque describing the contributions of the individual.

Guidelines for Sponsorship

In order for a nominee to be considered for the Wall of Recognition, he/she must be sponsored by a group in the following manner:

- a. **Non-Profit Organization:** The nominee is sponsored by an organization registered with the State of California as a not-for-profit community organization, exempt under Section 501 (c) (3) of the Internal Revenue Code; or
- b. **Consensus:** The nominee is sponsored by a minimum of 10 individuals whose primary residences are in the City of San Clemente.

Qualifications of the Nominee to be Recognized on the Wall of Recognition

- a. The nominee must be a resident (primary residence) of the City of San Clemente for a minimum of 10 years.
- b. Service to the community must have been performed in the City or can be adequately shown to have directly benefited the City.

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Submittal Requirements

The following items shall be included in the request to recognize a nominee on the Wall of Recognition. The request shall be limited to one (1) single-sided 8 1/2" by 11" typewritten page.

- a. Name, address and age of individual nominated.
- b. Name and address of the sponsor(s) and the name and address of the contact person who will represent the sponsor. Only one individual shall be listed as the contact person. For nominees being sponsored by a consensus group, the list of sponsoring individuals can be submitted on a separate sheet of paper.
- c. Length of time the nominee has resided in the City (primary residence).
- d. Services provided by the nominee that benefited the community and length of time they were provided. Estimate the number of hours the nominee spent in the provision of these services.
- e. A description of why the services provided by the nominee were of value to the community and why the sponsor considers the nominee to be ideal for the Wall of Recognition. The sponsor shall be responsible to verify the accuracy of the information provided.

Application Deadline

Written nominations may be submitted to the Beaches, Parks and Recreation Department, 910 Calle Negocio, San Clemente, CA 92673. The deadline for submittals is 5:00 p.m. on the last Friday of February each year. Submittals received after the deadline will be returned to the sponsor unopened.

Should you need further clarification regarding qualification and submittal requirements, please call the Beaches, Parks and Recreation Department at 361-8237.