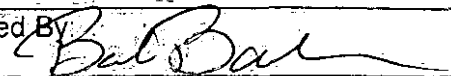




POLICY AND PROCEDURE

Subject: Wall of Recognition	Index: Commendations/ Recognition
Effective Date: February 16, 2016	Number: 103-2-1
Supersedes: January 20, 2009	Prepared By: Beaches, Parks and Recreation
	Approved By: 

1.0 **PURPOSE:** The purpose of the Wall of Recognition is to recognize individuals whose contributions and selfless efforts have made the City of San Clemente a more productive and enjoyable place to live work and play.

2.0 **ORGANIZATIONS AFFECTED:**
All departments/divisions

3.0 **REFERENCES:**
NA

4.0 **POLICY:**

4.1 It is the desire of the City of San Clemente to recognize the efforts of individuals who dedicate time and effort to the betterment of the community. Requests for consideration on the Wall of Recognition shall be reviewed once a year as provided in 6.0 below.

4.2 Guidelines for Sponsorship

4.2.1 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.
- b. **Consensus:** The nominee is sponsored by a minimum of 10 individuals whose primary residences are in the City of San Clemente.

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

4.3.1 The nominee must be a resident (primary residence) of the City of San Clemente for a minimum of 10 years.

4.3.2 Service to the community must have been performed in the City or can be adequately shown to have directly benefited the City.

4.3.3 The Wall of Recognition Committee may waive portions or all of the qualification requirements if services provided by the nominee warrant said waiver in the opinion of a majority of the committee members.

4.4. Submittal Requirements

4.4.1 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" type written page.

- a. Name, address, and phone number of individual nominated.
- b. Name and address of the sponsor(s) and the name, address, and phone number of the contact person who will represent the sponsor. Only one individual shall be listed as the contact person.
- c. Length of time the nominee has resided in the City of San Clemente (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.

5.0 DEFINITIONS:

5.1 City: The term City shall refer to the City of San Clemente and include all areas within the boundary lines of the City.

5.2 Nominee: An individual sponsored for recognition on the Wall of Recognition.

5.3 Primary Residence: To qualify as a primary residence, the address must be the primary location for the delivery of mail, the resident must be registered to vote based upon this address, and the resident's driver's license must

contain this address:

- 5.4 Sponsor: A Sponsor is a non-profit organization, or a group of a minimum of 10 individuals, whose primary residences are in the City of San Clemente, and whose purpose is to nominate an individual (nominee) for incorporation on the Wall of Recognition. Refer to 4.2 above.
- 5.5 Wall of Recognition Committee: A committee with a governing board comprised of past recipients named to the Wall of Recognition, a representative from the City Council, a representative from the Beaches, Parks and Recreation Commission, a representative from the Human Affairs Committee, and the Director of Beaches, Parks and Recreation or his/her designee. The committee is charged with reviewing requests for the Wall of Recognition, and forwarding recommendations to City Council for approval.

6 Procedure:

- 6.1 All requests for consideration for the Wall of Recognition shall be submitted once per year. Applications will be accepted in the month of February. Each request shall be addressed, in writing by the sponsor to the Beaches, Parks and Recreation Department. Any requests received after 5:00pm on the last Thursday of February shall not be eligible.
- 6.2 The Director of Beaches, Parks and Recreation, or his/her designee, shall review each request based upon the criteria established within this Policy and Procedure to determine the completeness of the submittal. It shall be the responsibility of the sponsor to prepare complete submittal packages. Upon verification of a complete submittal, the Director or his/her designee shall forward the requests to the Wall of Recognition Committee.
- 6.3 The Wall of Recognition Committee shall consider all requests for incorporation on the Wall of Recognition. The Committee shall forward their selected nominee to City Council for approval.
- 6.4 Upon approval by the City Council, the Director of Beaches, Parks and Recreation or his/her designee shall meet with the sponsor to finalize the wording for the 6"x8" plaque. The plaque design and location on the Wall of Recognition shall be approved by the Director. The Director shall have the authority to approve or deny wording. If appropriate wording for the plaque cannot be agreed upon, the sponsor may appeal the decision to the Wall of Recognition Committee.
- 6.5 The City Clerk shall prepare and the Mayor shall sign a framed Certificate of Recognition that is to be presented to the honored individual(s).
- 6.6 The intent of the Wall of Recognition is to honor individuals whose contributions and selfless efforts have made the City of San Clemente a more productive and enjoyable place to live. Therefore, all existing

individuals that have been honored by official action of the City Council prior to the approval of this Policy and Procedure shall be automatically grandfathered into the Wall of Recognition. The Beaches, Parks and Recreation Director shall research the background with the families of these individuals to prepare the appropriate wording for the plaques. The Beaches, Parks and Recreation Department shall prepare plaques for these individuals and place them on the Wall of Recognition as time and budget permits.