

DRAFT

RECOGNIZING CONTRIBUTIONS TO A SUPPORTIVE COMMUNITY

A POLICY OF THE PALO ALTO HUMAN RELATIONS COMMISSION (HRC)

From time to time an individual or organization goes beyond what is expected and reaches out to help an individual, a city activity, or a community nonprofit. The HRC would like to recognize these contributions to a city which seeks to be supportive of the diverse community of people who live, work, or worship in Palo Alto.

Procedure:

A written request should be submitted to the Chair of the HRC via the Manager of the Office of Human Services. It should include the party being recognized, the activities appreciated, when the activities took place and the benefits realized. Organizations or individuals based in Palo Alto are eligible to be nominated for recognition. Nominations should be for recurring activities or individual acts, which took place within the previous 12 months.

The Chair will bring the nomination to the next Leadership meeting of the HRC for consideration and approval by the Chair and Vice Chair.

Acknowledgment:

For approved nominations, a commendation will be prepared by staff. The commendation will be a written recognition in a presentation portfolio. The originator of the nomination can decide whether the nominee will be recognized at an HRC meeting or a meeting of the nominating organization.