



PHILIPPA KLESSIG  
Mayor

ROBERT SLAVIN  
Mayor Pro Tem

MARK RUTHERFORD  
Councilmember

NED E DAVIS  
Councilmember

SUSAN MCSWEENEY  
Councilmember

October 15, 2008

Dear Community Organization Leader:

The City of Westlake Village is now accepting nominations for the Annual Citizen and Youth Recognition Programs. The purpose of the Citizen Recognition Program is to identify and recognize outstanding individuals who have made a difference in enhancing and improving the quality of life in the community. The purpose of the Youth Recognition Program is to identify and recognize outstanding youth, both on an individual and organizational basis, encompassing elementary to high school ages.

Individuals nominated must be residents of Westlake Village (Los Angeles County) and recognized for outstanding contributions toward the betterment of the community in a number of areas, such as academics, music, art, sports, valor and community services. The nomination period runs until **January 30, 2009**. Awardees will be recommended by the Cultural Recreation Advisory Board, and approved by the full City Council. Winners will be announced at a City Council meeting and names will be displayed on a plaque prominently displayed at the City Council Chambers. The program includes a \$500 scholarship to the Youth of the Year recipient and a \$500 donation to the Citizen of the Year's favorite charity.

Attached are copies of the guidelines and nomination forms. We would appreciate it if you will notify members of your organization about the program and possibly provide them with a copy of the forms. If you have questions or would like additional copies, please call (818)706-1613.

Sincerely,

Kerry Kallman  
Administrative Analyst





## CITY OF WESTLAKE VILLAGE

# GUIDELINES FOR ANNUAL YOUTH RECOGNITION PROGRAM

### I. STATEMENT OF PURPOSE

The City of Westlake Village has long recognized that the youth of this City have made significant contributions and provided countless hours of volunteer efforts and community service to the betterment of this community. Therefore, in order to more formally award such ongoing efforts and to promote the achievements of youth in general, the City of Westlake Village hereby establishes its **Annual Youth Recognition Program** with the stated purpose of *identifying* and *recognizing* outstanding youth, both on an individual as well as an organizational basis, encompassing elementary to high school ages.

### II. SELECTION CRITERIA

The criteria for selection under this program include two key elements. First, the individual considered for recognition must reside in the City of Westlake Village. Second, this individual must be recognized for excellence in, or contributions associated with, any number of areas including, but not limited to, academics, music, art, sports, valor, community service, etc. These same elements apply to the recognition of youth organizations worthy of consideration. That is, to be eligible, an organization must be based in the City of Westlake Village, and the organization must be characterized as providing worthwhile services or contributions to the community.

### III. NOMINATION PROCESS

The nomination process shall include the filing of a **Youth Recognition Program** application form with the City of Westlake Village. The form will allow for the submittal of appropriate information describing the individual or organization along with the basis for recognition. Nominations may be made from any number of sources including, but not limited to, teachers/administrators, instructors, coaches, youth sports leagues, businesses, nonprofit organizations, etc. **Family members are not eligible to nominate any member of their family for this program.**

The nomination period shall occur annually during the period from November through January and maybe extended if needed, thereby allowing adequate time for publicity and identification of nominees through the submittal application process.

#### IV. SELECTION PROCESS

Following the filing of **Youth Recognition Program** applications at the close of the nomination period each year, the City of Westlake Village, Cultural Recreation Advisory Board shall review and consider all nominations meeting the criteria established under this program. Thereafter, the Cultural Recreation Advisory Board shall forward its recommendation(s) to the full City Council at which time the City Council shall make its decision. Subsequently, the recipient(s) shall be invited to attend a duly noticed City Council meeting in order to be suitably recognized and honored. The recipient's names will be placed on a plaque prominently displayed at City Hall and will receive a \$500 scholarship.

#### V. FLEXIBILITY IN AWARDING RECOGNITIONS

Should exceptional circumstances arise in which it would be appropriate to either recognize an individual or group from outside of the City, or to recognize an individual youth or organization outside of the regular application/nomination period, these guidelines shall give the Cultural Recreation Advisory Board the flexibility to consider such nominations, and to forward recommendation(s) to the full City Council, as deemed appropriate.







## CITY OF WESTLAKE VILLAGE

# GUIDELINES FOR ANNUAL CITIZEN RECOGNITION PROGRAM

### I. STATEMENT OF PURPOSE

From time to time, the City of Westlake Village has informally recognized citizens who have made significant contributions to the City and/or who have exemplified a strong sense of volunteerism, civic pride, and commitment toward the betterment of the community. Therefore, in order to more formally recognize and award such ongoing efforts and to promote the spirit of civic awareness and pride, the City of Westlake Village hereby establishes its **Annual Citizen Recognition Program** with the stated purpose of identifying and recognizing individuals who have made a difference in enhancing and improving the quality of life in the community.

### II. SELECTION CRITERIA

The criteria for selection under this program include two key elements. First, individuals considered for recognition must reside in the City of Westlake Village. Second, individuals must be recognized for outstanding contributions toward the betterment of the community involving any number of areas, including, but not limited to, community service, volunteer work, sports, education, valor, etc.

### III. NOMINATION PROCESS

The nomination process shall include the filing of a **Citizen Recognition Program** application form with the City of Westlake Village. The form will allow for the submittal of appropriate information describing the individual along with the basis for recognition. Nominations may be made from any number of sources including, but not limited to, individual citizens, nonprofit organizations, teachers, coaches businesses, service clubs, etc. **Family members are not eligible to nominate any member of their family for this program.**

The nomination period shall occur annually during the period from November through January and maybe extended if needed, thereby allowing adequate time for publicity and identification of nominees through the submittal application process.

### IV. SELECTION PROCESS

Following the filing of **Citizen Recognition Program** applications at the close of the nomination period each year, the City of Westlake Village, Cultural Recreation Advisory Board shall review and consider all nominations meeting the criteria established under this program. Thereafter, the Cultural Recreation Advisory Board shall forward its recommendation to the full City Council at which time the City Council shall announce its decision. Subsequently, the recipient shall be invited to attend a duly noticed City Council meeting in order to be suitably recognized and honored. The recipient's name will be placed on a permanent plaque prominently displayed at City Hall and \$500 will be donated to a charity of the recipient's choice in his or her name.

V. FLEXIBILITY IN AWARDING RECOGNITIONS

Should exceptional circumstances arise in which it would be appropriate to either recognize an individual who resides outside of the City, or to recognize an individual outside of the regular application period, these guidelines shall give the Cultural Recreation Advisory Board the flexibility to consider such nominations, and to forward recommendation(s) to the full City Council, as deemed appropriate.



