

COMMON COUNCIL
Agenda Request Form

(Form B-01-2012)

Organizations and individuals are asked to submit a request form and supporting documents to be placed on the agenda. You will be contacted by the City confirming the date of the meeting in which your request will be heard. Please make sure that your contact information is accurate in case we need to get in touch with you. The Common Council meets on the 1st and 3rd Monday of each month at 6:00 p.m. in City Hall located at 70 E. Monroe Street.

Date Submitted:	March 1, 2017	Meeting Date:	March 6, 2017
Contact Information:			
Requested by:	Julie Brashaber		
On Behalf of Organization or Individual: City of Franklin, Mayor's Office			
Telephone;	317-736-3602		
Email address:	jbrashaber@franklin.in.gov		
Mailing Address:	70 E Monroe Street, Franklin, IN 46131		
Describe Request: Volunteer of the Year Award to be presented at the opening of the City Council meeting. Nominees and the winner will be reconized and a certificate and plaque will be awarded.			
List Supporting Documentation Provided: Thumbdrive will be provided at the meeting for the presentation and the information regarding the Award, selection process, and winner information is attached.			
Who will present the request? Mayor Steve Barnett will announce the Volunteer of the Year nominations and the winner. Julie Brashaber will assist with the media presentation.			
Name:	Steve Barnett	Telephone:	317-736-3602

In order for an individual and/or agency to be considered for new business on the Common Council agenda, this reservation form and supporting documents must be received in the Mayor's office no later than 4:00 p.m. on the Wednesday before the meeting.

MARTY & CAROLYN WILLIAMS VOLUNTEER OF THE YEAR AWARD

2016 NOMINATION DUE DATE

Nomination forms must be submitted by 4:00pm on Friday, January 27, 2017 to the City of Franklin Mayor's Office by mail or e-mail mayor@franklin.in.gov. Late or incomplete applications will not be considered.

ELIGIBILITY & REQUIREMENTS

The Volunteer of the Year Award is presented to individuals who have displayed outstanding volunteer service in the community *within the last year*. Award recipients will receive city-wide recognition for their extraordinary efforts, their name on a plaque which hangs in City Hall, and a certificate for their achievement. The winner will be announced at the State of the City address in February.

- Paid employees or individuals who receive compensation or course credit for their work are not eligible. All time and efforts must be completely voluntary.
- Volunteer services must be performed primarily within the last year in the Franklin municipality and benefit the community at-large.
- Volunteers may not nominate themselves as individuals, although they may nominate a member of their organization.
- Nominees cannot receive an award in three consecutive years.

The City of Franklin acknowledges and values all of nominees and volunteers who generously give of their time to the community.

NOMINATION REVIEWAL PROCESS

This award was created to recognize the extensive hours that volunteers contribute to ensure the continued success of our community. Often times, these efforts are behind the scenes and go without recognition. The volunteer award was named after a Franklin couple, Marty and Carolyn Williams, for their exemplary commitment of time, energy and efforts to ensure our events run smoothly. Volunteers deserve an opportunity to express our gratitude and recognition for their service.

Nomination applications will be screened by a panel of impartial philanthropic leaders to ensure all areas of criteria are met appropriately. Incomplete nomination forms will not be reviewed. Judges will abstain from reviewing any nomination with which they may have either a personal or professional relationship. All decisions are final.

***AWARD DESCRIPTION AND APPLICATION FORM

MARTY & CAROLYN WILLIAMS VOLUNTEER OF THE YEAR AWARD

2016 NOMINATION FORM | DEADLINE: FRIDAY, JANUARY 27, 2017

To be completed by individuals or organizations wishing to recognize outstanding community volunteer's and their service within the last year.

The City of Franklin invites the general public and organizations within the City municipal area to nominate individuals for the Marty & Carolyn Williams Volunteer of the Year Award. The nominees will be invited to the State of the City address in February to receive an award or certificate for their service.

CONTACT INFORMATION FOR VOLUNTEER NOMINATED

Volunteer Name/ Volunteer Organization: _____

Postal Address: _____

E-mail Address: _____ **Phone Number:** _____

Name and Brief Description of the Volunteer's Organization or Event

Approximate Number of Hours Contributed Over the Past Year:

Three words that best describe the volunteer: _____

Brief Description of the Role and Activities Performed by Volunteer. How has this individual gone above and beyond the call for your organization or event?
Describe

the impact their efforts have on the Franklin community. Why should this individual receive the Marty & Carolyn Volunteer of the Year Award for the City of Franklin?
