

CITY LEADERSHIP IN BLOOM



KLC Annual Awards



2014

CITY EMPLOYEE

OF THE YEAR

AWARD

THE PURPOSE

The Kentucky League of Cities (KLC) award for City Employee of the Year recognizes outstanding city employees. The award brings recognition to Kentucky city employees who perform their duties at a distinguished level and improve their local government and community.

ENTRY INFORMATION

- ◆ Nominees must be a nonelected full-time employee of a Kentucky city that is a member of KLC.
- ◆ The award is open to all city employees including appointed employees (city clerks, managers, administrators, police and fire chiefs, etc.).
- ◆ There is no limit to the number of employees that may be nominated by one person.
- ◆ Nominees must be working in their city capacity on the date of nomination. All nominations must be submitted by Friday, August 22, 2014.

RECOGNITION

Photos and brief bios of all nominees will be posted online at klc.org prior to the 2014 KLC Conference & Expo. Nominees and the winner will be announced at the Awards Brunch at the KLC conference on Friday, October 10, in Louisville. The top three finalists (based on total score) will receive two complimentary tickets to the awards event.

The winner will receive:

- ◆ A donation by KLC to a Kentucky city program/project or qualified charity of the winner's choice in the amount of \$1,000.
- ◆ Recognition among hundreds of peers during a presentation ceremony.
- ◆ One complimentary registration to the 2014 or 2015 KLC Conference & Expo transferable among officials and employees representing his/her city.
- ◆ Recognition in KLC publications.
- ◆ Statewide media recognition, including customized releases for local media.
- ◆ Two tickets to the awards event.

JUDGING

Nominations will be judged on the following criteria:

- ◆ The degree to which the nominee is recognized as a role model/example of exceptional public service.
- ◆ Leadership, professionalism, efficiency, innovation and creativity.
- ◆ Positive impact on the quality of life in the community.
- ◆ Positive impact and contribution to improving his/her department and city services.





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RULES

1. The nominee must work in a full-time position in a city that is a member of KLC.
2. One complete copy of the entry must be submitted online, downloaded/faxed to 859.977.3703 or mailed/delivered to KLC.
3. Supplemental materials, if any, should be limited to ten (10) pages or pieces and can include news releases, news or media clippings, or other materials that demonstrate success. Submit color photographs or high resolution images on a CD in either tif or jpeg formats that demonstrate or depict the nominee. Photos may be used in web or print media and will not be returned unless requested. All supplemental materials, if any, should be sent to 100 East Vine Street, Suite 800, Lexington, KY 40507.
4. Completed entries must be received by Friday, August 22, 2014, at 5:00 p.m. EDT. Incomplete entries will not be considered for the award.
5. All entry materials become property of KLC.
6. Nominations may be made by anyone with either a professional and/or personal relationship with the nominee.
7. KLC will make a donation to a Kentucky city program/project or qualified charity of the winner's choice in the amount of \$1,000. The charity must be a Kentucky nonprofit corporation or a 501 (c) (3) recognized by the Internal Revenue Service and in good standing with the Kentucky Secretary of State; must not be partisan, or sectarian; and must be approved by KLC in its sole discretion.

INSTRUCTIONS

Visit klc.org to complete the nomination form online or print an application. Additional/attached pages may be used to complete application answers and will not be considered part of supplemental entry materials.

Printed applications may be faxed to KLC at 859.977.3703, ATTN: Terri Johnson by August 22, 2014.

Supplemental materials must also be received via mail by Friday, August 22, 2014, at Kentucky League of Cities, 100 East Vine Street, Suite 800, Lexington, KY 40507.

QUESTIONS

For more information, contact KLC Senior Marketing and Communications Manager, Terri Johnson, at tjohnson@klc.org or 859.977.3784.

DEADLINE

Entries and all supplemental materials must be received at KLC by Friday, August 22, 2014 at 5:00 p.m. EDT.





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APPLICATION FORM

Nominee Information

Name	
Title	
Member City	
Address	
City/State/Zip	
Phone	Fax
Email	Length of Employment
Does this person know that he or she is being nominated? <input type="checkbox"/> Yes <input type="checkbox"/> No	

Nomination Should Include:

1. Brief description of the person nominated.
2. Describe the attributes that make this person outstanding.
3. Describe how the nominee has gone above and beyond his/her assigned duties and responsibilities to impact his/her local government or community.
4. List any projects/programs/accomplishments this person has implemented, improved or participated in that are noteworthy.
5. How has this person made his/her local government more effective/efficient?
6. Describe the way in which this person positively impacts those with whom he/she works, whether it be employees or the public.
7. List any other reasons why this person should be considered for the City Employee of the Year Award.

Preparer (if different from nominee)

Name		
Member City		
Address		
City/State/Zip		
Phone	Fax	Email

I, the preparer, hereby attest that the above information is accurate and true to the best of my knowledge.

Signature

Date

THANK YOU TO OUR SPONSOR!

