



Kentucky League of Cities

# KLC Annual Awards

**CITY  
EMPLOYEE  
OF THE  
YEAR**



[klc.org](http://klc.org)



2017

CITY EMPLOYEE

OF THE  
YEAR

AWARD

The Kentucky League of Cities (KLC) award for City Employee of the Year recognizes outstanding city employees and celebrates their achievements.

## ELIGIBILITY

- ◆ 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 June 30, 2017.

## NEW! RECOGNITION FOR THE WINNER

- ◆ KLC executive staff will present the award in the winner's home city during a city council/commission meeting or another event. KLC will work with the winner and city staff to determine the best venue. This will allow the winner's family, friends and community, as well as local media, to participate in the award presentation.
- ◆ A special video will recognize the winner on social media, online and during the 2017 KLC Conference & Expo, October 3-6, in Covington. The video will be used in KLC social media and may be used locally by the winner in his or her city.
- ◆ The winner will be invited to be recognized at the KLC Conference & Expo but does not have to attend.
- ◆ A donation will be made by KLC to a Kentucky city program/project or qualified charity of the winner's choice in his or her honor in the amount of \$1,000.
- ◆ The winner will be recognized in KLC publications and by local and statewide media (including customized releases for local media).

## JUDGING

Nominations will be judged on the following criteria:

- ◆ The nominee is a role model/example of exceptional public service.
- ◆ The nominee demonstrates qualities that exemplify a good employee such as leadership, professionalism, efficiency, innovation, dedication, creativity and teamwork.
- ◆ The nominee positively represents the city.
- ◆ The nominee consistently makes a valuable contribution to improving his or her department and city services.



Apply Online at [klc.org](http://klc.org)



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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 at [klc.org](http://klc.org), downloaded/faxed to 859.977.3703 or mailed/delivered to KLC before 5:00 p.m. EDT on June 30, 2017.
3. Nomination content should not exceed 750 words.
4. Supplemental materials, if any, should be limited to 10 pages and can include news releases, news or media clippings, or other materials that support the nomination. If submitting the nomination online, the total file size for supplemental materials may not exceed 25 MB and must be in one of the following formats: .jpg, .jpeg, .gif, .doc, .docx, .png or .pdf.
5. Information and photos may be used in web, social, video and print media and will not be returned unless requested. If not submitted online, all nomination materials should be sent to 100 East Vine Street, Suite 800, Lexington, KY 40507. All entry materials become property of KLC. By submitting photos, you are giving KLC the right to use images on web, social, video and print media platforms and are certifying that all copyrights and permissions have been obtained to do so.
6. 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](http://klc.org) to complete the nomination form or print an application at [klc.org](http://klc.org). Printed applications may be faxed to KLC by June 30, 2017. Fax: 859.977.3703, attn: Terri Johnson.

Supplemental materials must be received via mail by June 30 at Kentucky League of Cities, 100 East Vine Street, Suite 800, Lexington, KY 40507.

Persons submitting online applications will receive a confirmation via email.

## QUESTIONS

For more information, contact KLC Senior Marketing & Communications Manager Terri Johnson at [tjohnson@klc.org](mailto:tjohnson@klc.org) or 859.977.3784.

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2017

# KLC ANNUAL AWARDS



## APPLICATION FORM

### Nominee Information

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

### Nomination Should Include:

Written nominations should be limited to 750 words (excluding any supplemental materials).

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

### Preparer (if different from nominee)

Name		
Title		
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

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