

Person making nomination \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Person (s) being nominated \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Telephone number:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Description of event. Please include following details:

\*where incident occurred \*names of people involved

\*name (s) of work or emergency personnel \*nature of incident \*Date and time of incident

(use back of form if needed to complete description)

Date of nomination:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Suggested Pillar To Be Awarded:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

1. Discuss incident and role of the nominee.
2. Discuss entities involved (citizen, employee, student)?
3. Did nominee act alone or did someone else assist during the incident.? Who was the more significant participate?
4. Arrange an interview with supervisory or emergency people involved?
5. Has there been media coverage? Are copies available to review?
6. Has the nominated person received any other awards or recognition for the incident?
7. Is the person who made nomination related to either the nominated or other people involved in incident?

8.

1. Contact location of incident and speak with those present during event. Get facts and number of people involved. Ask if award is approved, can the presentation be at the place of work, school, etc. Get available dates and times; to be confirmed later.
2. Contact person (s) who received assistance for details of incident. If award is presented, would he or she like to be present?
3. Collect any available media information.
4. Present all information to the coalition for approval of Pillar Award.
5. If it is decided that award is to be given, select coalition member to follow through with all arrangements.

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PRESENTATION ARRANGEMENTS

1. Contact place of incident to set date, time and location for presentation of award.
2. Contact recipient regarding the award and presentation date, time and location.
3. Contact person(s) who were assisted by the nominee. Confirm date, time, and location of presentation.
4. Contact coalition members with date, time and location of presentation.
5. Contact Barb Weber for press releases. Arrange for pictures to be taken.
6. Prepare Pillar Certificate.
7. Prepare words for presentation.

CC! Contact: info@character60108.org Bill Bahr 630 307-3634