

*Novato Citizen
of the Year
Committee*



Novato Citizen of the Year Nomination Guidelines 2020

1. A nominee must have resided or worked within the Novato Geographic Area for at least seven (7) years.
2. Nominations are to be made and resumes obtained, with no prior knowledge on the part of the nominee.
3. Nominee names will not be divulged. Prior to the public announcement, the chosen recipient's name will only be disclosed to the appropriate organizations i.e., City of Novato, Senator, Assemblyperson, Congressional Representative and nominator etc. The media will not be advised of the recipient's identity until the award is made at the VIRTUAL event.
4. Nominations may be submitted at any time during the year, but **all nominations must be received by November 25, 2020**. Please send nominations to:
Novato Citizen of the Year Committee, P.O. Box 1347, Novato, CA 94948. Or email mread1834@aol.com.
5. The person or organization making the nomination will be responsible for obtaining the necessary information concerning the nominee. And, responsible for assuring the 2020 COTY recipient's availability for a *surprise*, recorded Social Distance "front porch visit" mid-January 2021 prior to the event. There will need to be close coordination with the PTTR liaison and nominator to make this "front porch visit" successful for the recipient!
6. Nominees for this award should be a person who has been an outstanding volunteer in the Novato Community. His/her contributions should be in a number of different areas i.e., youth, senior, religious, community organizations, in addition to his/her business and/or profession. **The nominee cannot hold public office at the time of nomination.**
7. Only one person can receive this award for a given year. A couple, should they be nominated, will be considered as one person.

Novato Citizen of the Year Committee

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