



Novato Citizen of the Year Nomination Guidelines 2023

1. A nominee must have resided, volunteered, or worked within the Novato Geographic Area for at least seven (7) years.
2. It is the effect of the nominee's volunteering efforts on the richness and/or quality of life, and the experience of the Novato community rather than face/name recognition that is most important.
3. The nominee does not have to live or work in Novato, but the effect of their volunteering must be to the benefit of Novato.
4. The nominee may have been active in just one activity/organization or several.
5. All the nominee's activities to be considered in this award must be performed on a voluntary basis, i.e., unpaid.
6. Nominations are to be made and resumes obtained, with no prior knowledge on the part of the nominee.
7. The nominee may not be a current public official or hold public office at time of nomination.
8. Nominations may be submitted at any time during the year, but **all nominations must be received by November 25, 2023. Please send nominations to:**
Novato Citizen of the Year Committee, P.O. Box 1347, Novato, CA 94948.
Or email; mread1834@aol.com.
9. The nominator should try to follow these guidelines and a Spanish language version is available.
10. References will be considered in the selection process and at least one is required.
11. 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, County of Marin, State Senator and Assemblyperson, U.S. Congressional Representative, and nominator. The media will not be advised of the recipient's identity until the award is made at the live or virtual event.
12. The person or organization making the nomination will be responsible for obtaining the necessary information concerning the nominee. If chosen, there will need to be close coordination between the Novato Citizen of the Year liaison and nominator to make sure the recipient is available for in person attendance at the event in 2024. The goal is to make the presentation a surprise and successful for the recipient.
13. Late nominations, those received after the deadline, will not be considered.
14. If your nominee is not selected this year, or you were late in submitting the nomination, please feel free to resubmit, with any additional information next year.
15. Only one person can receive this award for a given year. No groups or couples will be considered.