

City of Loretto

279 N. Medina Street, Suite 260
PO Box 207, Loretto, MN 55357
mschneider@ci.loretto.mn.us
Phone: 763-479-4305 fax: 763-479-2685

VOLUNTEER SPOTLIGHT PROGRAM

GENERAL INFORMATION

The City of Loretto's Volunteer Spotlight Program was developed to help the City Council identify volunteers who are making an impact on our community and deserve recognition. The City Council will review nominations and choose one group or individual to be "in the spotlight" in a future city newsletter.

NOMINATION CRITERIA

Please read before completing the application

Eligible nominations include individuals or a group of people that work, live or support the City of Loretto to make the community a greater place to live and visit. Recognition will be given for outstanding leadership and citizenship, while demonstrating exemplary vision, civic pride and commitment to the betterment of the Loretto community. It may be an individual or group from any walk of life, and there are no requirements or restrictions relating to age, gender, race, religion or ethnic background.

This form must be filled out completely to be considered a valid nomination. Incomplete nominations will not be considered.

WHO ARE YOU NOMINATING?

Name _____

Company/Organization _____ Position/Title _____

Address _____

Phone _____ Email address _____

Please outline the qualifications of the nominee. Include specifics such as years of service, positions of leadership held, and any details that will help the City Council evaluate your nomination. Attach additional sheets of paper as needed.

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NOMINATOR'S INFORMATION (REQUIRED)

Name _____

Company/Organization _____ Position/Title _____

Address _____

Phone _____ Email address _____

Signature

By signing this nomination form, I attest that the information I've provided is true and complete to the best of my knowledge. I agree that the City Council or staff may reveal my name to the public or to the nominee in the course of evaluating this nomination.

Signature _____

CITY REVIEW – FOR CITY USE ONLY

Date nomination received _____ Nomination reviewed by _____

Additional information requested _____

Nominee notified (date) _____ Nominee agreed to proceed ____ Nominee declined ____

Nominee OK'd use of photo in newsletter and/or website [yes no] (If yes, attach email confirmation)

Date nomination considered complete _____ Date considered by City Council _____

CONCLUSION – FOR CITY USE ONLY

Nomination chosen by City Council to be spotlighted in the city newsletter [yes no] Edition _____

Nomination tabled for further consideration at the _____ city council meeting.

Nominator notified (date) _____ Nominee notified (date) _____

If nomination tabled, document status of nomination as it progresses in space below.