



AWARD NOMINATION FORM

ADM 50.1
(Rev. 6/02 DSS)

Please check the appropriate block below for annual awards. Nominations for the Beth Durham, Director's and Ranger of the Year awards will be reviewed by a four-person committee consisting of the past years' winners and the Department Director. The definition of each award can be found on the back/other side of this form.

- Beth Durham Award
- Director's Award
- Ranger of the Year Award
- Certificate of Appreciation
- Excellence in Interpretation
- Volunteers in Parks

Please check the appropriate box for year-round awards. These awards may be presented at any time of the year after approval of the Department Director and the Board, with the exception of the Awards of Merit, which may be presented by approval of the Department Director. The definition of each award can be found on the back/other page of this form.

- Award of Merit
- Distinguished Citizen Award
- Regional Recognition Award
- Certificate of Valor

NAME OF INDIVIDUAL NOMINEE: _____

ADDRESS: _____

NOMINATED BY (Sorry, anonymous nominations will not be accepted): _____

IN ONLY THE SPACE BELOW, DESCRIBE THE ACCOMPLISHMENTS OF THE INDIVIDUAL WHICH FULFILL THE DEFINITION OF THE AWARD FOR WHICH THEY ARE BEING NOMINATED:

*Certificate of Appreciation recipients will be chosen from nominees on an annual basis. In addition, two runner-ups each for the Beth Durham, Director's and Ranger of the Year awards will receive Certificates of appreciation.

CATEGORIES AND CRITERIA FOR AWARD NOMINATIONS

Director's Award: Annual recognition of a permanent office employee at any job level who performs duties in a superior manner and exemplifies in attitude and action those most desired traits in a public park and recreation employee. **Criteria:** Anyone may nominate a permanent central office employee for this award. Mark the envelope "*Confidential*" and send it to the Director no later than September 30.

Beth Durham Award: Annual recognition of a permanent field employee at any job level who performs duties in a superior manner and exemplifies in attitude and action those traits most desired in a public park and recreation employee. **Criteria:** Anyone may nominate a permanent field employee for this award. Mark the envelope "*Confidential*" and send it to the Director no later than September 30.

Ranger of the Year Award: Annual recognition of a permanent ranger who performs in an exceptional manner and typifies in attitude and action those traits most desired in a park ranger. **Criteria:** Anyone may nominate a permanent ranger for this award. Mark the envelope "*Confidential*" and send it to the Director no later than September 30.

Excellence in Interpretation – Annual recognition of any department employee or work unit that exhibits dedication, resourcefulness, and innovation in interpretation through in-park and/or outreach efforts. This award could be for a specific accomplishment in the area of park interpretation, a project, or sustained effort. **Criteria:** Anyone may nominate any employee for this award during the annual awards period

Certificate of Appreciation: All Department employees are eligible for this award. The award may be given for a sustained high-level performance in routine tasks. **Criteria:** Anyone may nominate any employee for this award during the annual awards period. Mark the envelope "*Confidential*" and send it to the Director (no later than September 30 for award to be presented at the Annual Conference Awards Ceremony).

Award of Merit: All Department employees are eligible for this award. The award may be given for an extraordinary action accomplished in the line of duty. **Criteria:** Anyone may nominate any employee for this award at any time of year. Mark the envelope "*Confidential*" and send it to the Director (no later than September 30 for award to be presented at the Annual Conference Award Ceremony).

Volunteers in Parks: Private citizens who provide their time, effort and/or money in order to enhance the activities or facilities of the Department may receive a special certificate of appreciation if their efforts significantly contribute to the Parks or Programs of the Department. **Criteria:** Anyone may nominate a volunteer for this award at any time of the year during the annual awards period. This award is normally presented at the annual banquet. Mark the envelope "*Confidential*" and send it to the Director (no later than September 30 for award to be presented at the Annual Conference Awards Ceremony).

Distinguished Citizen Award: Private Citizen who makes a significant contribution to the furtherance of the Idaho Department of Parks and Recreation programs and/or mission. **Criteria:** One award is given annually to the private citizen who has made the most notable accomplishment of statewide significance to further the Parks and Recreation and/or Conservation Movement in Idaho. Mark the envelope "*Confidential*" and send it to the Director no later than September 30. Travel expenses and the banquet ticket will be paid by the Department. Overnight accommodations will be responsible of the recipient.

Regional Recognition Award: The object is to recognize private citizens on a local level who gave much time and effort to their Parks and Recreation area. **Criteria:** This award applies to community or regional service but may not be of statewide significance any private individual or organization is eligible to receive this award. This award is presented in the community at a function here the recipient's peers may attend.

Certificate of Valor: Recognition of an individual who has exhibited an extraordinary amount of courage by risking his or her own safety in an effort to rescue a victim in a park or program-related activity. **Criteria:** The person rescued must have been participating in a recognized recreational activity and involved in an accident whereby loss of life, limb, or other major injury was imminent. The rescuer provided an outstanding service to the victim at risk to his or her own

personal safety. Verification of incident must be documented. This award must be approved by the Board and should be presented as soon after the incident as practical.

Service Awards: Service awards are based on time in service and nominations are not required. Awards are given to employees completing 5, 10, 15, 20, 30, 35, and 40 years of service.