



*To recognize and encourage the spirit of  
volunteerism within the city of Irving*

## High Spirited Citizen Program

Irving's High Spirited Citizen program was initiated in 1988 by the Irving Convention and Visitors Bureau (ICVB). Its purpose is to recognize and encourage the spirit of volunteerism within the city of Irving. High Spirited Citizen award recipients are honored at a regularly scheduled meeting of the Irving City Council, and are further recognized by participation in other civic events as requested, such as the City of Irving Annual Holiday Parade.

More than 400 of Irving's "unsung" heroes have been named High-Spirited Citizen. To nominate an outstanding Irving resident for this award, please fill out the nomination form below. Candidates *must* meet the criteria listed below for award consideration. Applications are forwarded initially to the Community Relations Committee of the ICVB Board of Directors for review, and then forwarded to the full Board for action.

For more information or to request additional nomination forms, please contact the ICVB at 972-252-7476.

### **Nomination Guidelines**

Anyone may submit a nomination for consideration.

Nominees must reside in the city of Irving, with the majority of their volunteer service benefiting an Irving organization or philanthropy. Selection will be based on the nominees' sustained efforts within their Irving organization or philanthropy.

Nominees' volunteer community involvement *may* be a designated part of their job responsibilities; however, in the true spirit of volunteerism, selection will be based on the nominees' amount of *personal* time, effort and resources dedicated to community service.

Nominees who hold or are running for public office at time of consideration will not be selected. Current members of the ICVB Board of Directors, ICVB staff or ICC staff are not eligible for consideration.



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Nominees whose primary community service contributions are the result of court-ordered service, or otherwise *required* service hours (i.e., scholarship or grant application) will not be considered.

The nomination form must be completed in its entirety, signed and dated. Additional pages detailing the nominees' volunteer community involvement are accepted and encouraged. The Community Relations committee may also ask for additional information from the nominator.

Nominators are encouraged to keep their nominations confidential until the ICVB Community Relations Committee has completed its review process and the Board of Directors has taken their formal action.

Nominators may request to remain anonymous.

## **Selection and Presentation Process**

All nominations for the High Spirited Citizen Award are considered and reviewed by Community Relations Committee of the Irving Convention and Visitors Bureau (ICVB) Board of Directors, and those selected forwarded to the full Board for approval. Award selections are forwarded to the Office of the Mayor of Irving for scheduling coordination.

Once the Board of Directors has approved a nominee, the nominee will receive a formal announcement letter from the ICVB letting them know they have been nominated; this letter begins the coordination of the actual presentation process.

The award is presented by the Mayor at a regularly scheduled meeting of the Irving City Council. Nominators will be notified when their nominee is selected and informed of the date of the council meeting in which he/she will be honored. Nominators are encouraged to extend invitations to those close to the nominee to be part of the presentation.



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Award presentations are typically not scheduled during the months of April and May, so as to avoid any perceived conflict with City elections.

The presentations begin at the start of a regularly scheduled meeting of the Irving City Council; awardees, family and friends are encouraged to be at City Hall no later than 6:45 p.m. that evening. The Mayor will come down to the podium and invite the honoree to come forward; the Mayor will make a presentation that includes highlights of the honoree's volunteer efforts and comments from their nomination form. The Mayor and the honoree then will pose for a picture from the podium. Often, the Mayor will ask the honoree if they'd like to make any brief comments of their own.

### **Photos and Press Releases**

Photography of the actual presentation is encouraged and welcome.

Following the presentation, the honoree and any friends and family attending are asked to gather away from the main Council chambers for group pictures. These are typically done just outside the City Council Conference Room.

ICVB staff members will take a variety of group pictures, and then submit these to Irving media outlets, along with a press release, for considered publication. Honorees are also provided digital copies of the photographs.