

**NOMINATION FORM
KMCA CLERK OF THE YEAR AWARD**

1. **NAME OF NOMINEE:** _____

2. **MUNICIPALITY:** _____

3. **TITLE:** _____ **DATE APPOINTED:** _____

4. **CONTACT INFORMATION FOR NOMINEE:** _____

5. AREAS OF ACCOMPLISHMENT

Identify specific instances within each area where the Clerk has performed outstanding service. Describe in detail on additional sheets and attach to this nomination form. Eligibility will be confirmed as listed on the information sheet. Please reference the information sheet for additional information to be included for the nomination (scoring of applicants).

- a) Service to the Kentucky Municipal Clerks Association. This would include, but would not be limited to, offices held, committee assignments, and participation on both the state and regional levels throughout his or her tenure of good standing membership in KMCA.
- b) Service to their city for duties performed.
- c) Contributions to the community or other professional organizations. This would include, but would not be limited to, service to charitable or civic organizations and mentorship.
- d) Offices held and awards or accomplishments in the community.
- e) Service to the International Institute of Municipal Clerks. This would include, but would not be limited to, offices held, awards received including certification levels, committee assignments, and participation.

The nomination must be received by the Award Committee Chair no later than **THE LAST DAY OF FEBRUARY OF EACH YEAR.**

DATE: _____ SUBMITTED BY: _____

CONTACT INFORMATION: _____

PRESS RELEASE INFORMATION:

List the names and addresses of newspapers, radio stations, public officials, etc. to whom the announcement of this nomination and/or award should be sent. Attach additional pages if necessary.

Submit to:

**Bethany Cooper, 1009 Main St., Benton, KY 42025
bcooper@cityofbenton.org**