



Chatsworth Community Coordinating Council

P.O. Box 3383 Chatsworth, CA. 91313

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Established 1961

GUIDELINES FOR NOMINATIONS TO HONOR VOLUNTEER SERVICE TO THE CHATSWORTH COMMUNITY

The Chatsworth Community Coordinating Council recognizes volunteer service to the community with Certificates and Awards at its **Annual Installation and Awards Banquet**. The Council invites all CCCC member organizations and concerned citizens to participate in this process to honor individuals for their service contributions by submitting the names of deserving volunteers. The Council requests that each person or group who submits names for Certificates of Recognition or Awards inform their respective nominees of their proposed honor so they may plan to attend the Banquet, which will be held **May 9, 2025 at the Double Tree by Hilton, Chatsworth**.

Certificates and awards are separate forms of recognition.

"SERVICE TO THE COMMUNITY" CERTIFICATES

"**Volunteer Service to the Community**" Certificates are presented so that CCCC organizations may showcase for the community the contributions of their active and concerned volunteers.

The Certificates are for **uncompensated service** to one or more organizations or projects during the previous year. The Council will present a Certificate to each individual whose name is submitted for this service honor.

We suggest that the nominating organization representative attend the banquet to present the Award.

"OUTSTANDING CITIZEN & YOUTH OF THE YEAR" AWARD NOMINATIONS

Council Awards recognize the "Outstanding Citizen of the Year" and "Outstanding Youth of the Year."

A panel of impartial judges confers and selects the final recipients of the "Outstanding Citizen" and "Outstanding Youth" Awards. Nomination forms are available at:

<https://chatsworthcommunitycoordinatingcouncil.com/Awards.html>

Any organization or private citizen may nominate a candidate for each of the "Outstanding" Awards.

It is a customary gesture of gratitude by the nominating group to pay for their nominee's banquet dinner in recognition of the nominee's contributions.

The "**Citizen of the Year**" Award is presented to an adult **over the age of 18**. It should be stressed that volunteer work performed as an extension of an individual's employment ***cannot be considered***.

The "**Youth of the Year**" Award is presented to an individual **18 years of age or younger**.

The Award is based on Volunteer Service Activities and Accomplishments for the benefit of the Chatsworth Community. Note: Personal accomplishments (GPA, sports, etc.) can be included in the Narrative, however the award is based on consideration of the student's volunteer services.

Nominees are not to complete their own nomination forms.

Nominees in both "Citizen" and "Youth" Award categories will be judged solely on the quality and quantity of their service to the entire community.

The selected "Citizen(s) and "Youth(s) of the Year" will also be awarded a commemorative, engraved medal, distinguishing them as the Chatsworth "Citizen of the Year" or "Youth of the Year." The award recipients will additionally be honored with the presentation of scrolls and certificates from our elected officials who represent the community of Chatsworth.

Submission Deadline – March 15, 2025

The Certificate and/or Award nomination forms may be returned:

- 1) via Email to chatsworthcoordinatingcouncil@gmail.com
- 2) via U.S. mail to: CCCC, P.O. Box 3383, Chatsworth, CA 91313