

Floral Park Neighborhood Association LEGACY AWARD Guidelines

1. **Number of Honorees Per Year Who May be Honored (or Awarded):**
 - A. Generally, up to two (2) individual honorees may be nominated annually, who have made a significant contribution to Floral Park.
 - B. **Current Board Member Disqualification:** To avoid any appearance of impropriety or favoritism in the selection process, no current FPNA Board members may qualify as a nominee while serving on the FPNA Board.
2. **Nomination Procedures:**
 - A. The Committee shall make available nomination forms to be used by those interested in nominating individuals for a Legacy Award .
 - B. The nomination form requires the following information:
 - i. The name and contact information of the person making the nomination submittal;
 - ii. The name(s) and contact information (if known) of the person(s) being nominated, or the next of kin if the nominee is deceased; iii. The reason(s) for the nomination (i.e., what significant contribution[s] has the proposed honoree[s] made to Floral Park);
 - vi. The year(s) of the proposed honoree(s)' contribution(s), if known.
 - vii. Nominations will be accepted on non-FPNA supplied nomination forms, so long as the nominations are in writing and contain the information required above.
 - C. Dissemination of nomination forms:
 - i. Nomination instructions and forms should be widely circulated to provide ample notice of the Legacy Award nomination process.
 - ii. The nomination form shall be available for download from the FPNA website.
 - iii. The Committee shall ensure that hard copies of the nomination form are available at all FPNA General Meetings.
 - iv. E-blasts, the FPNA website, FPNA Gazette, and other FPNA approved forms of communication shall be used to announce and disseminate the instructions and nomination forms, or link to the forms.

D. Return:

- i. Nomination forms may be turned in at the FPNA General Meetings. A clearly marked secure box will be provided for collection of nomination forms.
- ii. Nominations forms also may be mailed c/o FPNA Secretary at FPNA's mailing address - P.O. Box 11366, Santa Ana, CA 92711-1366.

3. Timing of Award

- A. It is the goal of the Committee to issue the Legacy Awards at a General Meeting/Scholarship Award Ceremony each year TBD by the Legacy Committee. Although nomination forms may be submitted throughout the year, the cut-off for nominations for consideration will be the preceding December 31st of each year. Any nomination forms received after that date will be held and considered for the following year.
- B. If a nominee is not selected in a given year but meets the selection criteria, the nomination form will be retained, and the nominee automatically will be considered for selection in the following years.

4. Legacy Award Committee:

- A. Committee members should be chosen annually.
- B. The FPNA Board shall appoint the Committee Chairperson no later than the first week of September, and the Committee Chairperson will submit the list of Committee members to the FPNA Board for approval at the October FPNA Board meeting.
- C. Ideally, the Committee should consist of an odd number of members, comprised of one or two current FPNA Board members, as well as former one or two Board members, and one member at large.
- D. In order to maintain continuity, it is recommended that at least one Committee member be a Committee member from the prior year.
- E. If a Committee member's family member or significant other is nominated for a Legacy Award, the Committee member is recused from voting for the nominee.
- F. Committee members will be asked to keep their deliberations and votes confidential.

5. Selection Criteria to be Used by the Committee:

- A. The Floral Park Legacy Award may be awarded annually to up to two individuals who have made lasting and/or significant contributions to the quality of Floral Park. The contribution may come in the form of leading or actively participating in an initiative, work, project, or committee that has added to the historic, social, or aesthetic quality of the neighborhood or mission of the Floral Park Neighborhood Association. A single very significant contribution or a series of contributions is sufficient to warrant consideration for an award. So long as the recipient meets the above criteria and is in some way affiliated with Floral Park, the recipient need not be a current resident of Floral Park.
- B. Criteria for Assessing a Neighborhood Legacy Award nominee (Nominee need not meet every criteria):
 - i. Impactful Contributions: Evaluate the nominee's contributions and the positive impact they have made on the neighborhood. This can include initiatives, projects or actions that have improved the quality of life, fostered community spirit, or brought about significant positive change.
 - ii. Volunteerism and Service: Assess the nominee's involvement in volunteer work or community service beyond their immediate neighborhood interests. This criterion acknowledges individuals who have selflessly given their time, skills, or resources to support community organizations, local schools, charities, or other deserving causes.
 - iii. Consistency and Reliability: Consider the nominee's track record of reliability and consistency in their community involvement. This criterion recognizes individuals who have consistently shown up, contributed and supported the neighborhood over an extended period, demonstrating a dependable commitment to community service.
 - iv. Enduring Legacy: Consider the long-term impact and lasting influence gained by the nominee's contributions to the neighborhood. This criterion recognizes individuals who have left a lasting legacy, inspiring future generations and creating a foundation of ongoing neighborhood development and progress.
 - v. Any individual who has received financial remuneration or substantial monetary compensation for their community service or contributions may be disqualified from being considered.
 - vi. Individuals who have been involved in unethical conduct or actions that undermine the principles of integrity, honesty and fairness will not be considered.

- C. In addition to obtaining nominations as noted above, the Committee may actively seek help, suggestions, and research from the neighborhood, the Historic Society, and other suitable sources to identify pertinent background information that would enhance the candidate's selection.
 - D. Honorees will be selected by a majority vote of the Committee. Upon review by the Board and no major objections by the Board, the committee's selection(s) will be honored.
6. Post-Selection Duties:
- A. Those individuals approved by the FPNA Board as Legacy Award recipients (or their survivors in the event of a deceased recipient) will be notified in writing by the Committee Chairperson at least 30 days prior to the awards ceremony.
 - B. In addition, it is the goal of the Committee to place in Sara Mae Downie Park, a commemorative brick or stone for each recipient engraved with the recipient's name. The Committee Chairperson, or his/her designee, will prepare an article for the FPNA Gazette Newsletter.
 - C. The Committee shall prepare written profiles/biographies on each recipient. The profiles shall appear in the newsletter and be posted on the FPNA website in a timely fashion.