



## 2017 Rotary Club of Tulsa Above and Beyond Service Awards Nomination Form

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### **PURPOSE:**

The Rotary Club of Tulsa initiated the Above and Beyond Awards to recognize and honor professionals within Tulsa's police and fire departments, who through their exceptional performance of community service activities, have distinguished themselves above and beyond the call of duty.

### **OBJECTIVE:**

The Rotary Club of Tulsa's Above and Beyond Awards acknowledge one police officer and one firefighter who demonstrate outstanding acts of character, commitment and compassion to both profession and community.

### **ELIGIBILITY:**

All sworn, full-time Tulsa police officers and firefighters below the rank of chief are eligible. Eligibility includes assistant police chiefs and district fire chiefs. Nominations may be made for exceptional achievement in any police or fire prevention endeavor that exemplifies commitment to their duties "Above and Beyond" what would be normally expected. Outside community service will be an important criteria used in the selection process.

### **NOMINATION PROCESS:**

All nominations will be reviewed based solely on the detailed information submitted with the application with particular emphasis on any community service.

#### **Step 1: Prepare a Narrative**

In 500 words or less, please provide written detailed information regarding why you are nominating this individual for a Rotary Club of Tulsa Above and Beyond Award.

#### **Step 2: Gather Supporting Documentation**

Additional support documentation is encouraged, such as letters of support, news articles, reports, etc. These may be attached to the nomination form.

#### **Step 3: Submission**

Submit to the Rotary Club of Tulsa no later than **Wednesday, November 9, 2016.**

## **ENDORSEMENT:**

Nominations may be made by an associate or superior, but must have a signed endorsement from the administrative head.

## **NOTIFICATION:**

Winners will be notified by mail the week of November 21, 2016.

## **AWARD WINNERS:**

Winners will receive a trophy recognizing their accomplishment. Additionally, their names will be engraved on a traveling plaque for display within their respective departments. **Finally, a \$2,000 donation in their names will be awarded to the charity of their choice.**

## **AWARDS PRESENTATION:**

The winner and two personal guests, along with the recipient's chief, supervisor, direct report and nominator will be invited to attend the Rotary Club of Tulsa's Above and Beyond Awards luncheon on Wednesday, March 1, 2017 at 11:30 a.m. at First United Methodist Church, 1115 South Boulder, Tulsa, OK 74119.

## **DEADLINE:**

Nomination Forms and all documentation must be received no later than **Wednesday, November 9, 2016.**

**For questions please call the Rotary office at 918-584-7642 or Chairman Rob Berry at 918-625-8489.**

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## **ABOVE AND BEYOND AWARD CRITERIA:**

This award is presented to one police officer and one firefighter for outstanding service and deeds to their department, community and profession. Selection criteria may include the following:

1. Exemplifies the qualities expected in their respective profession.
  2. Displays a good attitude toward the public and department which they serve.
  3. Is a consummate professional with an exemplary work ethic.
  4. Represents their department in an honorable manner and serves their community with pride, honor and service.
  5. Serves and participates in community based organizations or projects that positively reflect upon the police officer or firefighter, the department, and favorably impacts the Tulsa community.
  6. It is recognized that it is difficult to distinguish between an officer and firefighter's every day duties and their service to the community outside those duties. Therefore, even though community service is an important criteria to consider when determining who is to receive this award, going "Above and Beyond" those every day duties will be afforded equal importance.
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## NOMINATION FORM

Please complete this form by typing in answers in the boxes below. Note: the boxes will automatically expand as you type.

Send this completed form *and* all attachments to Rachelle Parker, rachel@tulsarotary.com, or mail to the Rotary Office, 616 S Boston Ave, Ste 410, Tulsa, OK. 74119.

***Character references other than Department members (attach separate letters) may be mailed or submitted electronically along with this nomination form.***

Name of nominee:	
Department:	
Title/Rank:	
Address:	
City, ST, ZIP:	
Phone:	
Cell Phone:	

Name of person submitting nomination:	
Signature:	
Endorsement by administrative head (Print):	
Signature:	
Address:	
City, ST, ZIP:	
Phone:	
Years of Service:	
Any special activities or service not listed above:	

Armed services, VFW, DAV, Peace Corps, etc.:	

Community service other than department activities. (If needed, please use a separate sheet as this is an important criterion.)	

I would like to nominate the above individual for the following reasons (use separate sheet if necessary):	