

Shadowbrook Community Service Recognition Program Guidelines

1. Discussion. All too often, members of the Shadowbrook community, and those who directly support it, perform acts of kindness and consideration for their neighbors or for the community as a whole yet receive little-to-no recognition in return for their efforts. This program provides a means by which the Shadowbrook community can convey its appreciation for such efforts, and provide a modicum of recognition to such individuals.
2. Program Guidelines.
 - a. Eligibility. To be recognized, a nominee must do something positive in the Shadowbrook community to help neighbors on a block or for the community as a whole. A nominee does not have to be a resident of the Shadowbrook community.
 - b. Nomination and Review.
 - i. Persons must be nominated by someone other than themselves.
 - ii. The person(s) submitting a nomination must be either a Shadowbrook homeowner or the primary tenant of a Shadowbrook homeowner in the case of a rental property.
 - iii. A nomination must be submitted in writing to at least one member of the Shadowbrook Board of Directors (email to the Shadowbrook website [<http://shadowbrookcommunity.org/>] is acceptable and preferred). Sufficient information describing the nominee's actions and contributions, and upon which the Board of Directors can make a determination, must be provided.
 - iv. A nomination may be made to recognize a single action or multiple actions that occurred over a period of time (there is no limit to that length of time). The single action, or the last of the multiple actions, must have occurred no more than two years prior to the date of nomination.
 - v. A person cannot be recognized for the same type of action more than once in a two-year period. In the case of a person who serves on the Board of Directors or one of its designated committees, such service must extend for a period of at least one year.
 - vi. Nomination Examples:
 - (a) A person who clears snow from around community mailboxes and/or fire hydrants after snowstorms.
 - (b) A person who picks up a bunch of trash that scattered around the neighborhood for some reason.
 - (c) A community contractor who goes above and beyond the call of contract terms in providing great service to our community.
 - (d) A local first responder who helps educate, assist, and/or lookout for the community.
 - vii. Nominations shall be reviewed and voted upon by all members of the Board of Directors. The Board shall determine whether or not the nominee meets the eligibility criteria and warrants program recognition. A simple majority among the Board, or tie, is enough for its determination to carry. The Board may approach the person who submitted the nomination for additional or clarifying information in order to make a determination.
 - viii. The Board shall notify the person who submitted the nomination of its determination. In the case of approved recognition, notification must be made prior to presentation.
 - ix. If a determination for recognition is made, the Board shall extend an invitation to the awardee to attend an appropriate community event (e.g., quarterly meeting) where presentation can occur. If scheduling conflicts prevent such presentation, the Board shall work with the awardee to arrange a suitable means of recognition.
 - c. Recognition.
 - i. Program recognition shall be in the form of a certificate of appreciation approved by the Board of Directors. The awardee shall also be recognized by a brief announcement on the Shadowbrook website.
 - ii. The Board of Directors may budget nominal funds to sustain this program, as necessary and appropriate.
3. Amendments and Effective Period. This program shall be overseen and managed by the Shadowbrook Board of Directors. It shall be fully discretionary in nature, and may be amended or cancelled by the Board of Directors (simple majority vote, or tie) at any time, for any reason. Suggestions for improving or assisting with the program are most welcomed and should be submitted to the Board through the Shadowbrook website: <http://shadowbrookcommunity.org/>.