



## Livingston County Youth Bureau

Livingston County Government Center  
6 Court Street, Room 105  
Geneseo, NY 14454-1043  
Phone: (585) 243-6909 Fax : (585) 243-7598

Keith Mitchell, Director

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January 3, 2011

Dear Community Member:

The Youth Bureau/Board of Livingston County is contacting you for assistance in our annual Teen Recognition Awards. Our goal is to recognize and award youth in our county who **demonstrate a pattern of compassion and caring that may go unnoticed or unrecognized by the community and other organizations**. Community members who interact with youth in schools, government, organizations, faith communities, etc, are asked to find the teens whose actions and behaviors over time make the community a better place to live.

To be considered eligible, the exemplary teens must be **age 14** by February 11<sup>th</sup>, 2011. Youth are eligible while in school and up to high school graduation. Feel free to pass this letter, nomination form, and instructions, on to other community or organization members that work with youth. If you are a school administrator or guidance staff member please distribute the forms to teachers, class advisors and other staff.

Please carefully read the enclosed Nomination Instructions and Rules and then complete the Nomination Form when nominating a youth. Check the Livingston County website at <http://www.livingstoncounty.us/youth.htm> for a sample of a quality nomination. **All nominations are due on February 11<sup>th</sup>**. Nominees who pass the selection process will be informed and subsequently recognized at the Teen Recognition Award banquet to be held Wednesday, April 27. The nominator will also be informed and invited to the banquet. We recommend that an award ceremony also occur at the local level.

Nominations may be completed electronically and submitted, downloaded and then emailed, or paper completed and then snail mailed. The electronic submission form and downloadable PDF are available under Youth Bureau Department at <http://www.livingstoncounty.us/youth.htm> on the county website. Please contact Nita Hawkins at the Youth Bureau, 243-6909, if you have any questions or need additional information regarding this award.

Sincerely,

**Ted Saunders**  
Theodore Saunders  
Youth Board Chairman

Attachments

**2011 Livingston County Youth Bureau/Board  
Teen Recognition Award  
Instructions , RULES and Selection Criteria**

**PURPOSE OF AWARD**

**Our goal is to recognize youth who demonstrate a pattern of compassion and caring that may go unnoticed or unrecognized by the community and other organizations.**

- ❑ Eligible youth must be **age 14** by February 11, 2011. Youth are eligible while in school and up to high school graduation.
- ❑ **All nominations need to be completed using the attached form and postmarked to the Youth Bureau by Friday, February 11th, 2011 or submitted by 4:30 PM on February 11th or they will be disqualified. (NO EXCEPTIONS.)**
- ❑ A nominee may be a Livingston County resident or may reside outside the county and make a **significant contribution** to Livingston County. Non-resident awardees will be recognized at the Livingston County event.
- ❑ Parents, guardians, and relatives are not eligible to make a nomination for someone to whom they are related.
- ❑ Youth may be nominated and awarded more than one year but secondary approval will be based on submission by a different nominator and for **new** and additional accomplishments and service.
- ❑ **Academic and athletic abilities or participation ARE NOT considered criteria for selection.** The manner in which the teen participates or leads (cooperative, team player, mentor, leader) however may be considered relevant to the nomination.
- ❑ If you are nominating youth that belong to a group; each nomination needs to be written separately and the information should be **unique** to the individual group member nominated. Specify what stood out about the individual in comparison to others in the group. List the other organizations where each volunteers or other community service work specific to each individual.
- ❑ There is no limit to the number of nominations from any particular organization. The individuals responsible for distribution of the forms should screen nominations for both appropriateness and completeness.
- ❑ Youth may nominate other youth.
- ❑ All questions do not apply to all youth. Example: A youth who overcomes a personal challenge such as a death in the family may not have a long list of community service and, in comparison; a youth with leadership skills may not have a personal challenge.
- ❑ Provide **as much detail** as possible as this will help the committee to determine if the nominee meets the eligibility criteria. Personal information provided will be used discreetly in nomination summaries provided to the public. Do NOT attach resumes or reference letters.
- ❑ **Ask the youth** that you are nominating to talk about their interests and service work. This conversation gives them an opportunity to provide additional information and supporting documentation about other areas of their life of which you may not be aware.
- ❑ A selection committee of the Youth Bureau/Board will review each nomination to determine eligibility for the award.
- ❑ Please call Nita Hawkins at 243-6909 if you have questions concerning the forms or process.
- ❑ **Submit forms by 4:30 PM on February 11th to:** Livingston County Youth Bureau, LC Government Center, 6 Court St, Rm 105, Geneseo, NY 14454. Forms may be faxed to (585) 243-7598 or emailed to nhawkins@co.livingston.ny.us
- ❑ Electronic Form and Submission are available at: <http://www.livingstoncounty.us/youth.htm>

**Announcement and Presentation of Awards**

- ❑ After the committee review and selection process has been completed, the approved nominees will be sent a letter informing them of the award. An invitation to attend the Recognition Banquet will follow. The nominator is also informed and invited to a recognition banquet where the youth will receive recognition by the Youth Bureau/Board, county and state officials and be given a recognition pin.
- ❑ Recognition Certificates are sent to the nominating person by mail, shortly following the banquet. The nominator is responsible to recognize the youth locally by presenting the certificate in a meaningful manner (Ex. Awards Assembly, Town Council Meeting, Worship Service, etc.).

**2011 Livingston County Youth Bureau/Board  
Teen Recognition Award Nomination Form**  
This form may be photocopied. One form for each youth please.  
Nominations must be submitted on this form to be considered. Please print.

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Nominee’s Name: \_\_\_\_\_ Age: \_\_\_\_\_ Male Female

Nominee’s Mailing Address: \_\_\_\_\_

Nominee’s Town/Village: \_\_\_\_\_ NY Zip Code: \_\_\_\_\_

Phone: \_\_\_\_\_ Township of Residence: \_\_\_\_\_

School Attending: \_\_\_\_\_

**Nominator Individual/Organizational Affiliation Information:**

I am not related to the nominee: \_\_\_\_\_ (initial)

Nominator Name: \_\_\_\_\_ Phone: \_\_\_\_\_

Organization/School Affiliation: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Town/Village: \_\_\_\_\_ NY Zip Code: \_\_\_\_\_

Email Address: \_\_\_\_\_

Your relationship to the Youth: \_\_\_\_\_

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**⇒ THIS FORMAT MUST BE USED ⇐**

Nominations must be submitted on this form to be considered.

Respond to the questions in the space provided.

All questions may not apply to all youth, therefore, you do not need to complete information in **each** section if that section does not apply to your nominee.

**DO NOT attach reference letters or resumes.**

1. **Commitment to Community Involvement** - Describe the nominee’s role/contribution within the community and his or her commitment to volunteerism and community service.

a. List the organizations, committees, community groups and activities in which the youth is involved (these can be church, community, school, etc.):

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b. Describe how the nominee has contributed to the community or organizations such as leadership roles and projects (can be as simple as assisting a neighbor or friend or as complex as chairing a committee or club):

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2. **Overcoming Personal Challenges** - Growing up is a challenge for all youth but some youth have been faced with more challenging personal situations such as illness, disability, substance abuse, or illness or death of a family member. If your nominee has overcome such a personal challenge, describe the challenge and how it has made a positive impact on the youth and how they were then able to have a positive influence on others.

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3. **Demonstration of Motivation, Initiative and Leadership** - How has the nominee demonstrated a motivated purpose and initiated volunteerism to benefit others and be a role model? Do they respond to a need without adult direction? How do they improve the lives of others?

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