

# Parks and Community Enrichment Commission

## Volunteer Recognition Program Guidelines

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### 1. Purpose of the Program

One of the Parks and Community Enrichment Commission's powers and duties is to encourage individuals, businesses, and community groups to contribute funds, property, and volunteer services for the development and operation of park and recreation facilities and programs.

The **Volunteer Recognition Program** has been established to formally accept and consider nominations for the **Parks and Community Enrichment Commission Volunteer Recognition Award**. This program honors outstanding volunteer contributions that support the mission, vision, and values of the City of Sacramento Department of Youth, Parks, & Community Enrichment (YPCE).

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### 2. Program Intent

The Volunteer Recognition Awards acknowledge individuals, groups, organizations, and businesses whose volunteer efforts have significantly benefited the Sacramento community by supporting exceptional parks, recreational facilities, and enrichment.

Awards are issued annually, with nominations accepted year-round.

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### 3. Guiding Framework: YPCE Mission, Vision, and Values

All nominations are evaluated through the lens of volunteer support and alignment with YPCE's guiding principles.

#### **YPCE Mission**

*Together we empower our youth, strengthen neighborhoods, and provide life-enriching programs for a beautiful, livable community.*

#### **YPCE Vision**

*Our beautiful parks and enriching programs create a thriving community with healthy, strong, and cohesive neighborhoods.*

## YPCE Values

Enjoyment & Fun	Safety
Stewardship	Customer Service
Excellence	Innovation
Collaboration	Inclusiveness & Equity

Nominees should demonstrate meaningful contributions that reflect one or more of these values.

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## 4. Award Nomination Contributions

Volunteer efforts must demonstrate:

- A significant devotion of time, expertise, or resources
  - A positive and measurable benefit to Sacramento residents and the broader community
  - Direct or indirect support of YPCE parks, facilities, programs, or services
  - Alignment with YPCE's mission, vision, and values
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## 5. Eligibility Requirements

### Eligible Nominees

- Individuals who are current or former residents of the City of Sacramento
- Groups, organizations, or businesses that have operated within the City of Sacramento for **at least two (2) years**

### Ineligible Nominees

- Current City of Sacramento employees
- Current Parks and Community Enrichment Commission Members
- Current Mayor and City Council Members

### Eligible Exceptions:

- Retired City employees

- Former Commission Members
- Former elected officials

### **Nomination Restrictions**

- Individuals may not nominate themselves
  - Individuals may not nominate their spouse or immediate family members
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### **6. Who May Submit Nominations**

Nominations may be submitted by:

- Community members
- Parks and Community Enrichment Commission Members
- Mayor and City Council Members

Eligible nominees include residents, community groups, nonprofit organizations, and businesses.

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### **7. Nomination Review Process**

1. Each nomination is initially reviewed by:
    - The Commission Member representing the nominee's district **or**
    - The mayor's representative
  2. Each Commissioner will review nominations in coordination with the appropriate Council Member or Mayor's representative for approval.
  3. For nominations involving volunteer work or donations to City parks or programs:
    - YPCE Department staff will verify the volunteer effort or contribution.
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### **8. How to Submit a Nomination**

- Nomination forms are available online through the City of Sacramento website under: **Youth, Parks, & Community Enrichment Department → Parks and Community Enrichment Commission**

Link:

<https://www.cityofsacramento.gov/ypce/about/Parks-Community-Enrichment-Commission#anchor-volun-bc52-2285>

- Nomination forms must be fully completed and include all pertinent details explaining why the nominee deserves recognition.
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## 9. Recognition of Award Recipients

Award recipients will receive the following recognition:

- Presentation of a **Volunteer Recognition Award Certificate** at a Parks and Community Enrichment Commission meeting
  - Recognition through YPCE Department social media platforms
  - Invitation to the **Annual Volunteer Recognition Night**, typically held in September or a month that the Commission will choose as part of a Parks and Community Enrichment Commission meeting
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## 10. Program Administration

The Parks and Community Enrichment Commission oversees the Volunteer Recognition Program in collaboration with the Department of Youth, Parks, & Community Enrichment.

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