

MUNICIPAL CLERKS OF KANSAS ROOKIE OF THE YEAR

Prerequisite:

The municipal clerk chosen as “Rookie of the Year” must be a duly appointed municipal clerk of a municipality in the State of Kansas and be a current member of the City Clerk and Municipal Finance Officers Association in good standing.

Nominations:

Nominations may be submitted by the applicant peers, staff from their municipality, other municipal officer or a fellow clerk.

Judging Standards:

The Rookie of the Year Award will be chosen on the following Criteria:

1. City Clerk who has been in the profession for five years or less.
2. Performed an outstanding job in his/her community.
3. Resolved a difficult problem in his/her community.
4. Provided strong leadership during a crisis.
5. Brought new vitality and professionalism to his/her community.
6. Commitment & Involvement to the Municipal Clerks of Kansas.

Awards/Selection Committee:

A selection committee consisting of the Institute Director, immediate past president and a past award recipient will review all nominations.

The past award recipient to serve on the selection committee shall be selected by the current President of the City Clerks and Municipal Finance Officers Association.

In the event any committee member is unable to complete his/ her service and a replacement must be selected by the President of City Clerks and Municipal Finance Officers Association.

In the event only one application is submitted, the following procedure shall be followed: the selection committee shall review the application and may approve the award.

Presentation of the “Rookie of the Year” Award:

This award will be presented annually at the City Clerks and Municipal Finance Officers Association Spring Conference by the CCMFOA President.

**CITY CLERK AND MUNICIPAL FINANCE OFFICERS OF KANSAS
ROOKIE OF THE YEAR AWARD**

This award will be given to a City Clerk who has been in the profession for five (5) years or less. The award is designed to recognize a new clerk who has done a particularly good job in a community and to encourage the clerk to stay in the profession. The clerk may have resolved a difficult problem, provided strong leadership during a crisis or brought new vitality and professionalism to a community. The clerk may be nominated by his or her peers, staff, citizens, or elected officials.

Nominee: _____ **City:** _____

Number of Years / Months in service: _____

Prior Community or Communities, if any: _____

Brief description of outstanding job in community:

Name of Nominator: _____ **Relationship to Nominee** _____

Please provide any additional information that would assist the Selection Committee in making a decision. Examples might include letters from others who support the nomination and/ or newspaper clippings that reported on the project, etc.

Please send nominations to: _____

[Insert Name/Address Immediate Past President]

Submit by: February 15th.