



For Immediate Release: 02.01.06

From: David Powers
Communications Director
708.358.5781

Contact: Cedric Melton
Director of Community Relations
708.358.5423

Nominations Sought for Human Relations Awards

Nominations are being sought for the first annual Human Relations Awards, which will honor individuals, non-profit organizations and businesses that have made outstanding voluntary contributions for the betterment of the community

Contributions may range from encouraging diversity in the workforce to organizing, promoting and participating in community activities related to human relations issues and demonstrating positive leadership roles in human relations. The award process also considers the length of service and commitment.

Applications are available at Village Hall or on the Village's website www.oak-park.us. Nominations must be submitted by 5 p.m., March 31, to Village Hall, 123 Madison Street, Oak Park, IL 60302.

The awards program is sponsored by the Community Relations Commission, citizen volunteers who work to improve inter-group relations and ensure good human, race and community relations. One award will be made for each of the three categories.

Winners will be recognized during the annual volunteer appreciation event held in the spring. For more information, call 358.5423 or email comsvcs@oak-park.us.

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Oak Park Human Relations Award

Description

The Oak Park Human Relations Award seeks to honor and recognize **individuals, non-profit organizations, and businesses** that have made outstanding voluntary contributions for the betterment of the community and served the community with distinction in the pursuit of equality, justice, and human rights for all citizens. Demonstrating this pursuit could have been achieved by encouraging diversity in the workforce; organizing, promoting and participating in community activities related to human relations issues, and/or demonstrating positive leadership in human relations. The award process also considers the length of service and commitment to the community.

Criteria for Nominations (3 Categories)

General Criteria for Selection (for all categories)

- Significance of the activity or service;
- Impact of the activity or service in fostering human relations in the community;
- Demonstrated commitment to promoting human rights, diversity and/or equality;
- Commitment to the Oak Park community

1. Individual Nominees

- Human relations activities must be focused primarily in Oak Park;
- Activities must be performed on a voluntary basis;
- Must have fostered and promoted human rights, diversity and/or equality in the community;

2. Non-Profit Nominees

- Must be based in Oak Park or have a significant portion of its activities performed in Oak Park;
- Must demonstrate by actions a positive role in promoting human rights, diversity and/or equality in the community;
- Must show commitment to providing leadership and/or direction for enhancing human relations within the Oak Park community by organizing, promoting and participating in relevant community activities and programs.

3. Business Nominees

- Must be based in Oak Park or have a significant portion of its services provided in Oak Park;
- Must demonstrate by actions a positive role in promoting human rights, diversity and/or equality in the community;
- Must encourage diversity in the work force;
- Must show commitment to fair employment practices and advancement for all employees.

Award and Recognition

- ❖ Award winners will be recognized during the annual volunteer appreciation event sponsored by the Citizen Involvement Commission of the Village of Oak Park and by the Village Board of Trustees.
- ❖ A news release from the Village of Oak Park will highlight the accomplishments of the award winners.
- ❖ The award recipient names and their accomplishments will be permanently available on the Village Web site.

Submission Information

The person or group making the nomination must complete the attached forms and provide the necessary documentation specified. One form must be submitted for each nomination.

All material including the nomination form, the nomination letter, and additional reference material must be received no later than 5:00 PM CST on March 31, 2006.

The application material may be submitted in person (at the Oak Park Village Hall), by Mail or by email:

- MAIL: Liz Melara, Community Relations Department 123 Madison, Oak Park, IL 60302
- E-MAIL: melara@oak-park.us

Questions:

Additional information is available online at www.oak-park.us or you can contact **Liz Melara** at above e-mail address or via phone at (708) 358-5406.

OAK PARK HUMAN RELATIONS AWARD NOMINATION FORM

Information about the nominee (select and complete one category only)

Note: self-nominations are acceptable

NOMINATION OF AN INDIVIDUAL:

Name of Individual: _____

Home address _____ Phone _____

Business address _____ Phone _____

Current occupation (optional) _____

E-mail (if available) _____

NOMINATION OF A NON-PROFIT ORGANIZATION:

Name of Organization _____

Business address _____ Phone _____

Name of Organization's Contact Person _____

Web Site and/or E-mail (if available) _____

Purpose of organization _____

NOMINATION OF A BUSINESS:

Name of Business _____

Business address _____ Phone _____

Name of Business's Contact Person _____

Web Site and/or E-mail (if available) _____

Purpose of Business _____

REQUIRED MATERIAL

Nomination Letter

Please answer the following questions in a letter not to exceed one page in length.

- Why would you like to nominate this individual, business, or organization? Please describe the service or activity based on which the nominee should be considered for this award. In your judgment, what has been the significance and impact of the service or activity in fostering and promoting human rights, diversity and/or equality in the Oak Park community?
- In addition to the above question, please carefully read the selection criteria for the category in which you are nominating and ensure that your nomination letter specifically addresses the relevant criteria.

References

Self-nominations for individuals as well as all nominations for organizations and businesses must also include one or more letters of reference supporting the nomination. The reference letters may address one or more of the specific selection criteria pertinent to the nomination category. Please be sure that all letters include the name(s), address, telephone number(s), and other contact information for the references.

Information about the person or group making the nomination (if different from the nominee):

Person or group making nomination _____

Address _____

Phone _____

E-mail (if available) _____

Relationship to nominee _____

How did you learn about the Human Relations Award?

____ Newspaper

____ Village Web site

____ Word of Mouth

____ Village Newsletter (FYI)

____ Public Access Channel

____ Other (Please specify) _____

THANK YOU FOR YOUR NOMINATION!