



## Lincolnwood Human Relations Commission (HRC) Award Guidelines

*Do you know someone who devotes his or her time to helping others?*

*Do you know someone who is committed to promoting respect, tolerance or neighborly cooperation in Lincolnwood?*

*The Lincolnwood Human Relations Commission wants to know!*

### *How to submit a nomination*

1. Include a letter of nomination, including any supporting materials (articles, photos etc.). Please describe the nominee and how the community has benefited from their work.
2. Include the contact information of the nominee and the person submitting the nomination letter.
3. Mail this form to: Attention: Human Relations Commission Award Committee, at 6900 N. Lincoln Avenue, Lincolnwood, Illinois 60712, or fax to 847.673.2240
4. For more information contact Sergeant Laura Namovicz at 847.673.2167 or email at [lnamovicz@lwd.org](mailto:lnamovicz@lwd.org).

### *Timeline*

- Nominations must be submitted between January 1<sup>st</sup> and April 1<sup>st</sup>.
- The candidate will be selected in April.

### *Dedication and reward for community excellence*

- A recommendation will be made by the HRC Award Committee to determine which candidate will receive the award.
- The full HRC will then approve the selection.

### *The Award*

- The winner will be presented with a personalized recognition plaque at a Village Board Meeting.

