



City Council Policy: CP217 - Arbor Day Honoree Nomination

Effective Date: September 18, 2006

Amends:

Approved By: City Council

I. SCOPE

II. PURPOSE

A. To recognize the efforts and contributions of outstanding citizens who have made a difference in Prairie Village.

III. RESPONSIBILITY

A. Prairie Village Tree Board

B. Director of Public Works

IV. DEFINITIONS

V. POLICY

A. The Tree Board will select an individual or couple once per year from a list of nominees to be the Arbor Day Honoree.

VI. PROCEDURES

A. Criteria for Nominees

1. Nominees must be or currently are Prairie Village residents.
2. Nominee's efforts had a positive and lasting impact on the community.
3. Nominees may be living or deceased individuals or couples.
4. Nominees may have served the community in any capacity.

B. Selection Process

1. The Tree Board will notify the community that there is an annual Arbor Day Honoree. This could be done at city events like the Mayor's Tree lighting, VillageFest, the Annual Fall Tree Seminar, the City Website, and the Village Voice.
2. Nominations may be submitted by Prairie Village citizens, committees, churches, schools and organizations. A nomination form will be available at the Municipal Offices and submitted to the Tree Board.
3. The Tree Board will accept nominations from January 1st to the last day of February of each year. Nominations received on or after March 1st will be considered for the following year. Nominations will be considered for three years before being removed from consideration.