



Riverside County Historical Commission Outstanding Contribution to Local History Awards Program Nomination Form and Instructions

Deadline for submission: Postmarked by March 1st

Questions? Contact **Recorder:** Lori Norris at (951) 955-4306 or email: lnorris@co.riverside.ca.us.

MISSION STATEMENT: *The Riverside County Historical Commission has been charged with the mission of discovering and identify persons, events and places of historical importance within Riverside County.*

As part of this Mission, the Commission seeks to recognize outstanding contributions to local history. The Outstanding Contribution to Local History Awards program is sponsored by the Riverside County Historical Commission as a way to recognize outstanding achievements in Local History. By publicly recognizing excellent achievements, the Riverside County Historical Commission (RCHC) strives to inspire others to contribute to local history.

We invite you to participate in this program by nominating individuals, organizations, groups or agencies that you feel are deserving of this recognition. Recipients will be recognized annually at the Annual History Symposium sponsored by the RCHC.

The RCHC recognizes achievements countywide through an award program for the following areas: Outstanding Individual achievement, Outstanding Historical Group Achievement, Outstanding Educational Group Achievement and Outstanding Other Group Achievement.

Nomination Process:

Riverside County is divided into five regions, each with one to two commissioners. The Historical Commission as a whole will comprise the Awards Committee.

1. Nominations are required to be postmarked by March 1st.
2. Nominations shall be sent to the RCHC recorder at the Park District. Applying the evaluation criteria, each complete nomination will be sent to the Commission for final review. The County Historic Preservation Officer will be consulted as needed.
3. Award recipients will be announced and presented with an award at the Annual History Symposium.

Lori Norris
Riverside County Historical Commission
4600 Crestmore Road, Riverside, CA 92509-6858

Nomination Eligibility:

- Any individual, group, organization, local, state or federal agency involved in history is eligible to compete in the Awards Program.
- Awards are primarily conferred on special accomplishments, or substantial portion thereof, occurring within the last 3 years, ending December 31st of each year.
- Nomination must have relevance to Riverside County,
- The candidate(s) must reside in Riverside County or their achievements must have taken place in Riverside County.
- The RCHC invites nominations for individuals and groups for accomplishments in a broad range of historical activities including, but not limited to, public programming, publications, multi-media, photography, exhibits, involvement with youth, community outreach, historic restoration/preservation projects, research and oral history.

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Nomination Evaluation Criteria:

- Nominees must demonstrate outstanding work in the selected category, i.e. the work has created an impact on or contributed to Riverside County history.
- Nominees should have a record of long term involvement with Riverside County history or demonstrate intense involvement with a short-term project.
- Nominations should be for unusually meritorious work. The mere fulfillment of routine functions does not meet the criteria. Action over and above the ordinary call of duty is a prerequisite for an award.

Nomination Checklist:

- Part 1:** Complete Nomination Form, including the name of the person or organization being nominated in the space provided. A digital format is available by contacting the Riverside County Park District Historical Commission Recorder (951) 955-4306 or (951) 955-4310, or by e-mail at lnorris@co.riverside.ca.us. Nomination must be made in only one of the following categories:
1. Individual Achievement.
 2. Historical Group Achievement (For Example: Historical Society, Museum or Site).
 3. Educational Group Achievement (For Example: Schools, Educational Programs, Universities, and Colleges).
 4. Other Group Achievement (For Example: Clubs, Organizations, Libraries, Cities, Jurisdictions, and Other Programs). Include all contact information and a local press contact. Please include the contact information of the nominator.
- Part 2:** In 300 words or less, write a summary of why the nominee is worthy of an award. Please include a description of the person/group highlighting any special features or qualities. Use the space provided on the form. Attach additional sheets as needed.
- Part 3:** Provide supporting documentation as necessary to demonstrate the significance of the nomination.
- Additional supporting documentation may be of any length.
 - Examples of supporting documentation might include: copies of necessary interpretive material, such as a book, photographs, brochure, videotape, compact disc, website links or photographs of large interpretive displays or program activities, a curriculum Vita, resumes of pertinent experience, letters of recommendation, book reviews, scholarly analysis or publications, etc.
 - Copies of other material such as news clippings or other commendations that support the case for noteworthiness may be included.

Submit complete nominations, postmarked on or before March 1st to the address below:

Lori Norris
Riverside County Historical Commission, Awards Nominations,
4600 Crestmore Road, Riverside, CA, 92509-6858

Include all required documentation requested.

Email submissions can be sent to lnorris@co.riverside.ca.us. Fax submissions to 951-955-4305.

PLEASE NOTE:

- Be concise.
- Nomination packets, including all images, will become the property of the RCHC. Submission of photographs entitles the RCHC to copy, reproduce, use and publish the photographs in promoting the awards program or history in general, with the appropriate identification of the project.
- Failure to follow all instructions may result in your nomination being dismissed.
- The RCHC reserves the right to limit the number of awards.
- Questions can be directed to Lori Norris, the County Park District Historical Commission Recorder at (951) 955-4306 or (951) 955-4310.