

# **OUTSTANDING CIVIC SERVICE AWARD: NOMINATION MEMO**

Every year the Greater Iberia Chamber of Commerce presents an "**Outstanding Civic Service Award**" to an outstanding member of our community who has shown exemplary service by volunteering their time and energy to Iberia Parish.

We know there are many local residents who generously contribute their time to local civic projects, to our schools, to various charities and churches. This award is our way to honor and thank these very special people for their commitment to our community and inspire others to make volunteering a part of their lives. Volunteers have an enormous impact on the development and well-being of our community.

This year's award recipient will be recognized at the Greater Iberia Chamber of Commerce Annual Banquet on **Thursday, April 23, 2026**

## **Nomination Process**

Nominations are being accepted from civic clubs, non-profits, schools, and churches. We would appreciate your organization's consideration in making a nomination for this prestigious award.

- **Deadline:** The deadline for nominations is **March 20, 2026**
- **Contact Information:** Please feel free to call the Greater Iberia Chamber office at **337-364-1836** or email **Shannon Thorne, Marketing Director, at [marketing@iberiachamber.org](mailto:marketing@iberiachamber.org)** for assistance or questions.

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## Award Guidelines

1. **Submission Deadline:** Nominations will be accepted until 2:00 PM on Friday, March 20, 2026.
2. **Eligibility of Nominating Body:** Nominations will be accepted from civic clubs, non-profit organizations, schools, and churches.
3. **Resubmission Policy:** Nominations from previous years are not kept; names must be resubmitted
4. **Property Rights:** All information and nominations become the property of the Chamber.
5. **Selection Process:** The Greater Iberia Chamber of Commerce Board of Directors shall select one recipient to receive the award from the nominees.
6. **Criteria:** The quality of civic work is the deciding factor, not the quantity of letters received for the nominee.
7. **Voluntary Nature:** Accomplishments must be outside that of the nominee's regular job and performed voluntarily without pay.
8. **Residency:** The nominee must be a resident of Iberia Parish.
9. **Membership:** The nominee does not need to be a member of any civic club.
10. **Formatting Requirements:**
  - o The nomination must be a typed narrative on letter-size paper (8.5x11).
  - o One side only, double-spaced, and no more than four pages
  - o The letter must be signed by an executive committee member or officer of the nominating organization.
  - o The nominee must be identified by name in the narrative.

Please submit completed forms to the Greater Iberia Chamber of Commerce; 111 West Main Street; [marketing@iberiachamber.org](mailto:marketing@iberiachamber.org).

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