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<b>Elected Official and Volunteer Recognition and Awards</b>		
<b>Authority:</b>	<b>Shorewood Village Board</b>	

The Village Board is adopting Policy No. 11 for the purpose of setting guidelines to recognize the contributions of elected officials and appointed volunteers of the Village of Shorewood.

The purpose of this policy is to acknowledge the contributions, time, energy and commitment made by volunteers appointed to serve on the Village's various boards, commissions and committees.

**Recognition will be as follows:**

1. Letter of acknowledgement and thanks sent to retiring or end of term volunteers, under the signature of the Village President AND acknowledgement on the appropriate Village website page.
  - a. Members of Boards, Commissions and Committees who have served up to two consecutive terms or six years
  - b. Chairpersons of Boards, Commissions or Committees who have served in that capacity for less than three years
  - c. Village Trustees who have served less than one term
2. Letter of acknowledgement and thanks sent to retiring or end of term volunteers, under the signature of the Village President, a certificate of appreciation/thanks AND acknowledgement on the appropriate Village website page.
  - a. Members of Boards, Commissions or Committees who have served three consecutive terms or more than six years
  - b. Chairpersons of Boards, Commissions or Committees who have served in that capacity for more than three years
3. Letter of acknowledgement and thanks to elected officials, under the signature of the Village President, a certificate of appreciation/thanks AND recognition on the appropriate Village website page.
  - a. Village Trustees who have served at least one term
4. All appointed volunteers and elected officials will be invited to attend the annual Volunteer Recognition luncheon event held annually in May.
5. All retiring or end of term volunteers will be recognized annually in the *Shorewood Today* magazine depending on space availability.

\*Adopted August 22, 1986

\*Revised September 15, 2014

\*Adopted March 2, 2015