

Outstanding Contribution to Local History Award Instruction Sheet

The Riverside County Historic Commission (RCHC) recognizes achievements countywide through *The Outstanding Contribution to Local History Award program*. The RCHC invites nominations for individuals or groups for accomplishments in one of the following categories:

- **Individual Achievement** (This category is for individuals who have demonstrated exemplary service to or exceptional accomplishments in local history. An individual may be recognized for leadership, scholarship, volunteerism, or lifetime contributions. An individual may not receive the Individual Achievement Award more than once in three years).
- **Group Achievement** (For example: Historical Society, Museum or Site; Organizations; Cities).

Nomination Eligibility

- Any individual, group, or organization involved in history is eligible to compete in the Awards Program.
- Awards are primarily for special accomplishments occurring within the last 3 years.
- Nominations must have relevance to Riverside County.
- The candidate(s) must reside in Riverside County or their achievements must have taken place in Riverside County.

Categories for the *Outstanding Contribution to Local History Award*

Nominations are encouraged for exceptional and meritorious work by organizations or individuals. In your nomination narrative please include the items listed below for each category.

Exhibits

- Opening and closing dates; highlight any components such as web presence or programming;
- Importance of exhibit to the institution and its mission;
- Photographs – 10 to 12, including close-ups and long-range photos;
- Representative list of artifacts.

Historic Preservation (for buildings, object(s) etc.) Projects that combine preservation with interpretation. The preservation work must be done on a site, structure, building or object(s). The project must also include an element of interpretation, such as signage, exhibits, or online/web/smartphone application.

- Photographs (before, during, and after) that depict what activities the project included.
- Sample copy from the interpretation element of the project.
- Sample architectural drawings, site plans, etc. that depict what activities the project included.

Multimedia

- Copy of the DVD, CD, Websites, Podcasts, Audio, etc.
- Copy of the script, if appropriate

Publications (Books, journals, and other scholarly works NOT including annual reports, brochures, newsletters, and other marketing materials)

- Publications should have a bibliography/works cited page and/or footnotes/endnotes.
- Publications should be published within the eighteen months prior to the January 15 deadline.
- In the narrative, summarize the document and describe its impact on the field of local history.

Public Programs (Educational Programs, Festivals, Workshops, Performances, etc.)

- Copy of marketing/handout materials
- Photographs of the event

Nomination Checklist

Part 1: Complete the Nomination Form and submit it electronically to APierucci@RivCo.org. The nomination should be made for Individual Achievement or Group Achievement in only one of the following categories:

- Exhibits
- Multimedia
- Publications
- Public Program
- Preservation

Part 2: In 500 words or less, write a summary of why the nominee is worthy of the award. Please include a description of the person/group highlighting any special features or qualities. Please use a separate sheet of paper.

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, video, website links; a curriculum vitae; letters of recommendation.
- Copies of other material such as news clippings or commendations that support the noteworthiness.

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.
- The RCHC reserves the right to limit the number of awards.

Nomination Evaluation Criteria

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

Nomination Process

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

1. Submit complete nominations electronically on or before January 15. Use "Awards Nomination" in the Subject line. Include all required documentation. If it is necessary to submit supporting documentation via mail, it must be postmarked by January 15 and mailed to:

Antone Pierucci
Riverside County Historical Commission, Awards Nomination
4600 Crestmore Road, Riverside, CA 92509-6858

2. Award recipients will be presented their award during the month of May.

Riverside County Historical Commission
Outstanding Contribution to Local History Award
Award Nomination Form

Deadline for nomination: Emailed or postmarked by January 15.

Please type or print legibly the entire nomination form. Incomplete nominations will not be considered.

A digital version of this form is available by contacting Antone Pierucci at APierucci@rivco.org or the Riverside County Park District Historical Commission Recorder at (951) 955-4558 or (951) 955-4310.

PART 1:

Nominee: _____

Full mailing address: _____

Phone (____) _____ fax (____) _____, and email _____

Nominated for (Select only one in each subcategory. See the Award Instruction Sheet for further information).

1. _____ Individual Achievement _____ Group Achievement

2. __ Exhibits __ Multi-Media __ Preservation __ Publications __ Public Programming

Contact information (if nominee is an institution): _____

Provide the name(s) of who will accept the award (if nominee is for a Group): _____

Local newspaper and full mailing address: _____

Nomination submitted by: _____

Full mailing address: _____

Phone (____) _____ fax (____) _____, and email _____

Award application materials will not be returned. Please send only copies of supporting documentation.

Part 2: In 500 words or less, write a summary of why the nominee is worthy of the award. Please include a description of the person/group highlighting any special features or qualities. Please use a separate sheet of paper.

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, video, website links; a curriculum vitae; letters of recommendation; book reviews.
- Copies of other material such as news clippings or other commendations that support the case for noteworthiness.

Please Note:

- Be concise
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Antone Pierucci
Riverside County Historical Commission, Awards Nomination
4600 Crestmore Road, Jurupa Valley, CA 92509-6858

Award Ceremony: Award recipients will be presented their award during the month of May.