Citizen of the Year Submission Overview

What the Committee Would Like Included

A strong nomination helps the committee understand not only what the nominee has done, but how long the service has continued, how deeply the nominee has been involved, and how the work has improved life in Darien.

The Four Primary Criteria

Committee Criterion	What to Show
Diversity of activities	Show the range of ways the nominee serves, such as civic organizations, families in need, older adults, youth, education, environmental programs, faith communities, veterans, cultural activities, or city events.
Length of service	Include approximate years or dates for each major role. Long-term consistency matters, but newer service can also be compelling when the involvement or impact is exceptional.
Degree of involvement	Explain whether the nominee participates, organizes, chairs, leads, recruits, mentors, raises funds, solves problems, or sustains the program. Clarify what the nominee personally contributes.
Impact on Darien	Describe who benefited and what changed. Include numbers, outcomes, programs preserved, partnerships strengthened, resources secured, or examples of residents whose lives were improved.

Information to Include

Nominee Information

- Full name and current contact information.
- Approximate length of residency in Darien, when relevant.

Complete Service Record

- Organizations, programs, projects, and community events supported.
- Past and current positions, including leadership and committee roles.
- Approximate dates or number of years involved in each activity.
- Specific responsibilities rather than a list of memberships alone.
- Service outside Darien when it benefits Darien residents or meaningfully improves people's well-being.
- Relevant honors or recognition, with a brief explanation of why each was awarded.

Final Review Checklist

☐ What did the nominee do, and who benefited?
☐ What changed or improved in Darien?
☐ Why should they be Citizen of the Year?
☐ Are three references, any helpful attachments, and submission details included?
☐ Is the nominator's full name, phone number, and email included?

Citizen of the Year Personal Nomination Sample

A Simple Illustrative Example

A nomination does not need to be lengthy or formal. A strong submission simply explains what the nominee has done, how the community has benefited, and why the nominator believes the person deserves recognition. All names and contact details below are placeholders.

Nominee Information

Full name	Sample Nominee
Home address	[Address omitted]
Phone	[Phone omitted]
Email	[Email omitted]
Years residing in Darien	More than 30 years

1 Exceptional Qualifications

I am honored to nominate Sample Nominee for Darien Citizen of the Year. I have known the nominee for more than 20 years as both a close friend and a fellow volunteer. During that time, I have seen the nominee give countless hours to our community with kindness, energy, and very little desire for recognition.

The nominee has served in a local community organization for more than 20 years, including as an officer and committee chair. The nominee has helped lead a holiday program that provides food and gifts to approximately 200 to 250 families each year. The nominee has also delivered meals to older and homebound residents for many years, supported scholarship and youth programs, participated in environmental cleanups, and volunteered at city events.

2 Impact on Darien

The nominee's service has helped families during difficult times, provided older residents with food and companionship, supported students, and strengthened events that bring our community together. The nominee does not simply attend activities; the nominee helps organize volunteers, gather supplies, solve problems, and make sure the work is completed.

One experience stands out to me. During a busy holiday season, a volunteer canceled and several families were still waiting for deliveries. Although the nominee had already worked a full day, the nominee immediately took the additional route. There was no expectation of praise. The only concern was making sure those families were not forgotten. That quiet dependability is typical of the way the nominee serves Darien.

3 Leadership and Character

The nominee is dependable, welcoming, and generous. New volunteers receive encouragement, and longtime volunteers know they can count on the nominee. Whether leading a project or staying late to clean up, the nominee serves with humility and genuine concern for others.

4 Summary of Recommendation

Sample Nominee has made Darien a kinder and more connected community through decades of consistent service. The nominee has helped residents of all ages, strengthened local programs, and inspired others to volunteer. I am proud to call the nominee my friend, and I wholeheartedly recommend Sample Nominee for Citizen of the Year.

Service Summary

Program or Activity	Role	Length of Service	Community Benefit
Community organization	Officer and committee chair	20+ years	Led programs and volunteers
Holiday assistance	Program volunteer and leader	12+ years	Helped approximately 200-250 families annually
Meal delivery	Route volunteer	Many years	Supported older and homebound residents
Youth, city, and environmental programs	Volunteer	5+ years	Supported students, events, and public spaces

References

Reference 1	[Name and contact information omitted]
Reference 2	[Name and contact information omitted]
Reference 3	[Name and contact information omitted]

Nominator Information

Required: full name, phone number, and email address. The committee uses this information to verify and follow up on the nomination. The nominator may request anonymity from the nominee and community.

Full name required	Sample Nominator
Phone number required	[Phone number omitted]
Email address required	[Email address omitted]
Anonymity request	☒ Keep my identity confidential from the nominee and community. Sample only - additional context and supporting documentation are welcome.