



**Byron Center Chamber of Commerce
Ken Koster Memorial Circle of Honor Awards**

Nomination Instructions

(Effective June 17, 2022)

The Byron Center Chamber of Commerce will honor leadership excellence by outstanding individuals who have made exceptional contributions to our community at its Second Annual Awards Gala on Thursday, October 13, 2022. Individuals will be recognized in the following categories:

- **Private Sector:** Those who served the community as owner, employee, or leader of businesses or non-profit organizations, whether their community contribution was as an individual or through their business or organization.
- **Public Sector:** Those who served the community as employee or leader of government, quasi-governmental, or educational organizations, whether their community contribution was as an individual or through their organization.
- **Volunteer Service:** Personal volunteer service to the community.

Eligible Nominees: Any person of any age who lives and/or works within the boundaries of Byron Township, Michigan may be nominated for one of these awards. Awards may be given to living persons or may be awarded posthumously and may include a single individual or a couple.

Selection Criteria: Nominees must be persons who have demonstrated:

- Leadership excellence which resulted in exceptional contributions to our community;
- A servant-leader's heart;
- Success at influencing others through their service;
- A willingness to contribute their time, talents, and resources for the betterment of the community;
- Service as a role model and/or mentor; and
- An awareness of important issues within the community which led them to create solutions to improve the community's quality of life.

Nominations: Nominations may be submitted throughout the year by any person within the community; previously submitted nominations of persons who have not yet received an award may be retained for consideration at a later time.

Nominations must be submitted in either Microsoft Word or .pdf (typed) format on one or more pages meeting the commonly accepted standards of professional written business communications. They must include the following information in the order listed:

1. The name of the nominee and their contact information (if the nominee is deceased, the name and contact information of a family member must be provided);
2. The award category for which they are being nominated;
3. The name and contact information of the nominator and how they know of the nominee's service; and
4. Written narrative, including anecdotal evidence, which clearly demonstrates how the nominee meets (or exceeds) any or all of the Selection Criteria listed above, in each case citing the specific criteria which apply.

Additional commentary supporting the nomination may also be submitted by others as long as the comment writer's contact information and the name of the nominee are included. Supporting commentary may be on separate pages but must meet the same standards as the nomination and be submitted with the nomination.

Nominations must be sent via email to info@byroncenterchamber.org by 5:00 PM on Friday, August 12, 2022. The email's subject line must state "Circle of Honor Nomination".

Awards: The chamber will notify the winners by Friday, Sept. 9, 2022. Winners will receive a certificate and will be recognized on a brick to be installed in the Circle of Honor at Whistle Stop Park.

Byron Center Chamber of Commerce

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