



NEBRASKA MUNICIPAL CLERKS' ASSOCIATION  
League of Nebraska Municipalities



January 9, 2017

Dear Municipal Official:

Enclosed are guidelines and a nomination form for the 37<sup>th</sup> annual “**Outstanding Clerk Award**” presented by the Nebraska Municipal Clerks’ Association. This award will be presented on Thursday evening, March 23, 2017 during the annual Municipal Clerks’ Institute and Academy banquet to be held at the Ramada Inn, Kearney, Nebraska. One award will be presented to a clerk in each of the three city classifications: First Class or larger, Second Class, and village.

It is an honor in itself for a clerk to be nominated for this award! The nominees are evaluated by means of a point system calculated from a questionnaire the clerk must complete. The evaluation is completed by a committee consisting of the recipients of the award for the previous two years. If you nominate your clerk, please urge them to complete the questionnaire which will be mailed to them. *The clerk cannot be considered without the questionnaire being completed and returned!*

Should your clerk receive the award, you will be *confidentially* notified in advance of the presentation so you can plan to attend and so that you can invite the clerk’s family, council/board members and other community members who want to honor your clerk. The clerk is not informed of receipt of the award until the presentation is made. You will be asked to keep the award a surprise to your clerk.

Remember, your clerk must be nominated to be considered for the award. Even if you have nominated your clerk in the past, please resubmit the nomination.

If you have any questions, please contact me. As a past recipient of the award, I can confirm what an honor it was just to be nominated by my Mayor. Please take the time to fill out and submit the enclosed form. Please return the form to me no later than Tuesday, January 31, 2017.

Sincerely,

Lea Ann Doak  
City Clerk-Treasurer  
City of McCook  
505 West "C" Street  
PO Box 1059  
McCook, NE 69001-1059  
(308) 345-2022 ext. 226  
(308) 345-1461 (fax)  
E-Mail: [ldoak@cityofmccook.com](mailto:ldoak@cityofmccook.com)

Enclosures

# Nebraska Municipal Clerks' Association

## OUTSTANDING CLERK AWARD NOMINATION FORM

**\*\*PLEASE TYPE OR PRINT\*\***

**Deadline for nominations is Tuesday, January 31, 2017.**

**Please Note:** Nominees shall have served as municipal clerk for a minimum of 3 years.

\_\_\_\_\_ 1<sup>st</sup> Class City or larger      \_\_\_\_\_ 2<sup>nd</sup> Class City      \_\_\_\_\_ Village

I hereby nominate the following City/Village Clerk for the Nebraska Municipal Clerks Institute "Outstanding Clerk Award":

Name of Clerk Nominated: \_\_\_\_\_

Clerk's Mailing Address: \_\_\_\_\_

\_\_\_\_\_

Clerk's E-mail Address: \_\_\_\_\_

Date: \_\_\_\_\_ Signature \_\_\_\_\_

Title \_\_\_\_\_

Mailing Address \_\_\_\_\_

City/Village \_\_\_\_\_

Zip Code \_\_\_\_\_

Telephone \_\_\_\_\_

A questionnaire will be mailed to your nominee for outstanding clerk.

**PLEASE RETURN THIS NOMINATION FORM TO:**

Lea Ann Doak, Chairperson  
NE Municipal Clerks Awards Committee  
PO Box 1059  
McCook, NE 69001-1059  
E-Mail: [ldoak@cityofmccook.com](mailto:ldoak@cityofmccook.com)