

**Maine Town & City Clerks' Association
2011 Deputy or Assistant Clerk of the Year Nomination Form**

Purpose: The purpose of the Deputy or Assistant Clerk of the Year Award is to honor and recognize a member of the Maine Town & City Clerks' Association (MTCCA) whose work in the Clerk's Office goes above and beyond what is required by the job title; committed to improve municipal government and their community.

Criteria:

- The nominee must currently be a Deputy or Assistant Municipal Clerk, with not less than five years of experience.
- The nomination must be made by the Municipal Clerk in the community that the Deputy or Assistant is employed.
- The nominee must also be a member in good standing of the MTCCA and has not received the award previously.

Encouraged: Providing additional information is encouraged, but not required; for example, letters of recommendation, newspaper articles, service to the MTCCA, achievements and commitment to education.

Nominee: _____	Title: _____
Municipality: _____	Date Appointed: _____
Prior Municipality & Dates of Service if Appropriate: _____	

Professional Highlights: _____

Community Contributions: _____

Nominator: _____	Title: _____
Municipality: _____	Phone Number: _____
Mailing Address: _____	

Nominees will be judged by the MTCCA Clerk of the Year Committee. If there is no qualified nominee the Committee may review the prior year's applications for a qualified candidate. The award recipient will be announced at the association's annual meeting.

Send the nomination form to the MTCCA Awards Committee, c/o Denise Kolreg, MMA, 60 Community Drive, Augusta, ME 04330 six weeks prior to the Annual Meeting, on or before Wednesday, August 3rd, 2011.