



2026 Exceptional Service Awards



James C. Richards Memorial Award

Nomination Form

Name of Nominee _____

Title _____ City _____

Number of years in current position _____

Nomination submitted by:

Name _____ Title _____

City/Organization (if applicable) _____

Address (incl. city, state, zip) _____

Phone _____ Email _____

Summary of the Nominee's Qualifications (all questions must be answered)

(If more space is needed, please attach a separate sheet)

1. Briefly summarize below why the nominee should be considered for this award. Include examples of ethical conduct, commitment to high standards in public service, and the degree to which they would be widely recognized by peers and colleagues as a role model/example of exceptional public service.

2. Describe the nominee's most significant and tangible achievements within their city. Explain how their leadership produced measurable and lasting outcomes in services or community well-being.

3. Describe how the nominee has made exceptional contributions or accomplishments that impact or go beyond their city (i.e., regional government, state or national organizations).

Endorsements

The nominator **must provide a minimum of three endorsements** of the nominee from individuals, community groups, peers, associations, etc., describing the nominee's contributions and achievements which support the purpose and criteria for this award. At least one of the letters must come from an individual or group outside of the nominee's region. Endorsements can be letters signed by an individual or multiple individuals and/or submission of an organizational endorsement (submitted separately or by filling in the spaces below).

Text of Group Endorsement:

In the space below, type the endorsement language that will be supported by multiple endorsers.

List of Endorsers for Group Endorsement:

In the space below, list the individuals' names, titles and organizations who have given authority to be listed as an endorser of the above endorsement text on behalf of the nominee.

Submission instructions on next page.

To Submit a Nomination

Submit this completed document and any additional endorsement letters via email or regular mail to:

League of Oregon Cities

Attn: Jasmine Jones

<mailto:jjones@orcities.org>

1201 Court Street NE, 200, Salem, OR 97301

Questions?

Contact Jasmine Jones at 503-588-6550 or at the email address above.

Deadline:

All nomination materials must be received in the League of Oregon Cities office or email inbox by **5:00 p.m. on Thursday, September 10, 2026.**

The nominator will be notified of the winner prior to the award presentation.

NOTE: It is recommended that you save a copy of this PDF to your computer before submitting.