**CPOC 2022 Awards Luncheon**

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| Awards Schedule/Important Dates | |
| September 2 | Nomination Period Opens. E-mail nomination forms to Chiefs, Region Chairs and Affiliates soliciting nominations. |
| September 30 | Regional Employees of the Year Nominations due to Region Chairs. |
| October 5 | Region Chairs will coordinate award selection and submit winning nominations to Awards Committee by October 5, 2021. \*\* *Each region* will select ONE Regional Employee of the Year. |
| October 5 | Close all other nominations. NO LATE NOMINATIONS WILL BE ACCEPTED |
| October 7 | Nomination documents are emailed to the Awards Committee for review. |
| Week of Oct.10 | Awards Committee conference call to vote on nominations. |
| Week of Oct. 10 | Letters to winners inviting them to attend the Awards Luncheon. |
| December 8 | Awards Luncheon in Santa Cruz during regular CPOC quarterly meeting. |

***Important Reminder- Please submit CPO of the Year Award nomination forms to Mckenzie Patterson at*** [***mckenzie@cpoc.org***](mailto:mckenzie@cpoc.org) ***in order for it to be submitted to the Executive Committee for consideration and potential award*.**

**Special Notes:**

* ***Each region*** will select **ONE** Regional Employee of the Year. (**NO Exceptions)**
* ***Affiliates*** will select **ONE** winner for their organization. **(NO Exceptions)**
* The President’s Award and Legislator of the Year Award will remain open for consideration throughout the year in coordination with the Executive Committee.
* All other categories will be reviewed and voted on by the Awards Committee.
* All nomination documents must be submitted via email in **WORD format**.
* **Please DOUBLE CHECK spelling of names** because it will be listed on the Award.
* **Please do NOT notify award recipients until after October 17th** to give time for the official notice to be sent out.
* All general nominees who are not recognized with an award will be given a “Distinguished Service Certificate” for Chief’s to present in their home county.

Nomination forms should be submitted to Mckenzie at [Mckenzie@cpoc.org](mailto:Mckenzie@cpoc.org) **AND** cc Whitnee Morse at [whitnee@cpoc.org](mailto:whitnee@cpoc.org). Questions should be directed to Mckenzie Patterson at [Mckenzie@cpoc.org](mailto:krista@cpoc.org) or (916) 447-2762.

**Awards Committee:**

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| Christopher Hansen, Bay | Tami DiSalvo, Sacramento |
| Kelly Vernon, Central | Ron Miller, South |
| Tracie Neal, North (Chair) |  |