

City of Sacramento
Parks and Community Enrichment Commission Report
915 I Street Sacramento, CA 95814
www.cityofsacramento.org

File ID: 2026-00354

1/15/2026

Review Volunteer Recognition Award Program

File ID: 2026-00354

Location: Citywide

Recommendation: 1) Review the current Volunteer Recognition Award Program, and 2) pass a **Motion** providing direction on any suggested revisions to the Volunteer Recognition Award Program.

Contact: Shannon Brown, Assistant Director, (916) 808-6076, sdbrown@cityofsacramento.org, Department of Youth, Parks, and Community Enrichment

Attachments:

1-Description/Analysis

2-2018 Volunteer Recognition Report

Description/Analysis

Issue Detail: In 2018, the Parks and Community Enrichment Commission (PCEC) established an ad hoc committee to create guidelines and procedures for the PCEC to acknowledge volunteers. Based on the work of the ad hoc committee, with input from City staff, on August 2, 2018, the PCEC approved a Volunteer Recognition Award Program, including a nomination form and process. The staff report outlining program that was recommended and approved is attached for the Commission's review.

During the September 4, 2025, PCEC meeting, Commissioner Vasquez requested that an item be added to the follow-up log to allow the PCEC to discuss the current volunteer recognition program.

Policy Considerations: This effort is within the Commissions powers and duties as set forth in City Codes Section 2.62.030. "To encourage individuals, businesses, and citizens groups to contribute funds, property, and volunteer services for the development and operation of parks and recreation facilities."

Economic Impacts: None.

Environmental Considerations: Not applicable.

Sustainability: Not applicable.

Commission/Committee Action: Not applicable.

Rationale for Recommendation: PCEC Commission acknowledges volunteers annually.

Financial Considerations: Not applicable.

Local Business Enterprise (LBE): Not applicable.

Meeting Date: 08/02/18

Report Type: Discussion



**Youth, Parks, &
Community Enrichment
Report**

915 I Street, 3rd Floor
www.CityofSacramento.org

Title: Volunteer Recognition Ad Hoc Committee Update

Location: Citywide

Recommendation: Approve the proposed Volunteer Recognition Award Program

Contact: Joe Flores, (951) 522-7638, Commission Chair, Parks and Recreation Commission

Presenter: Joe Flores, (951) 522-7638, Commission Chair, Parks and Recreation Commission

Department: Not Applicable

Division: Not Applicable

Dept ID: Not Applicable

Attachments:

- 01 Description/Analysis
- 02 Ad Hoc Committee Meeting Notes
- 03 Parks & Recreation Commission Volunteer Recognition Awards Nomination Form

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| Submitted By: | Joe Flores, Commission Chair |
| Approved By: | Shannon Brown, Interim Director |
| Signature: |  |

Attachment 01 – Description/Analysis

Issue: On April 5, 2018 the Parks and Recreation Commission passed a motion to create and appoint an Ad Hoc Committee to develop a Volunteer Recognition Program. Chair Flores, Vice Chair Guerrero, and Commissioners Good and Rhodes were appointed to the Volunteer Recognition Ad Hoc Committee.

The purpose of the Ad Hoc Committee is to create guidelines and methods to formally recognize individuals and organizations that volunteer time and resources which benefit the Youth, City Parks & Community Enrichment Department's park and recreation facilities and programs.

On April 24, 2018, the members of Ad Hoc Committee met to create guidelines and procedures for the Parks and Recreation Commission recognition program acknowledging volunteers, community groups, non-profit organizations and businesses for their work and donations which benefit the City of Sacramento's youth, parks and community enrichment facilities and programs. At the June 6, 2018 Commission meeting, the recommendation was discussed and staff was directed to assist the Ad Hoc Committee in revising the nomination forms.

The following is the process recommended by the Ad Hoc Committee:

- Nominations of individuals and groups, organizations, and businesses ("organizations) to be recognized by the Parks and Recreation Commission shall initiated by the community via nomination forms. The reason for the nomination of the individual or organization shall be substantiated by the Parks and Recreation Commissioner of the applicable Council District based on the location of the park or program, or the residence or location of the person or organization nominated, as determined by the Commission Chair. The nomination will be reviewed by the appointed Commissioner with their represented Council Member or Mayor as applicable. For nomination of individuals or organizations for work that is a city-wide benefit or a facility or program not located within the City (e.g., Camp Sacramento), the at-large Commissioners would be assigned to review those nominations.
- Nominations that are received for recognition by the Commission Member shall be reviewed quarterly, by the following categories: Youth, Parks, and Community Enrichment. The Parks and Recreation Commission would review the nominations forwarded by a Commissioner for approval and to set the date for the recognition ceremony. Nominees would receive a Volunteer Recognition Certificate from the Commission.

The following is the form of recognition recommended by the Ad Hoc Committee:

- Each selected nominee would receive a Volunteer Recognition Certificate.
- After award, their names and categories would be publicized in the Youth, City Parks & Community Enrichment Department's YPCE Social Media and Newsletter.
- Also, an "Annual Recognition Night" would be established where Commissioners would each recognize individuals and organizations for their work or donation.
- The awardees would also be eligible to receive a donated prize or gift, which may be given out at the quarterly or annual recognition event.

- The awardees would also be eligible for selection for a free ticket in the City's Golden 1 Center suite in accordance with the Ticket Policy.

Policy Considerations: This effort is within the Commission's powers and duties as set forth in City Code Section 2.62.030 F: "To encourage individuals, business, and citizens groups to contribute funds, property, and volunteer services for the development and operation of parks and recreation facilities."

Economic Impacts: Not Applicable

Environmental Considerations: Not Applicable

Sustainability: Not Applicable

Commission/Committee Action: Not Applicable

Rationale for Recommendation: Commission bylaws allow for the Ad Hoc Committee to meet and make recommendations to the Parks and Recreation Commission.

Financial Considerations: Not Applicable

Local Business Enterprise (LBE): Not Applicable

Volunteer Recognition Ad Hoc Committee #2
July 9, 2018

Joe Flores - Chair
David Guerrero - Vice Chair
Rita Good
Chinua Rhodes

On Monday July 9, 2018, members of the Parks and Recreation Commission Ad Hoc Recognition Committee met to review the red-line document of the Recognition Awards Volunteer Form that has been previously reviewed by YPCE staff. The Ad Hoc committee has no additional edits for that document at this time. Should the community at large provide feedback to update the form, the Parks and Recreation Commission shall review and make appropriate edits.

The Ad Hoc Committee wanted to provide some clarity to the following bullet point from the June 6, 2018 staff report (Item #4):

- Nominations that are recommended for recognition by the Commission Member shall be reviewed quarterly, by category, by the Parks and Recreation Commission for final Commission approval and to set the date for the recognition. Nominees would receive a certificate from the Commission.
 - Quarter - Youth Nominations
 - Quarter - Parks Nominations
 - Quarter - Community Enrichment Nominations

The Ad Hoc committee suggests the following:

- Nominations that are recommended for recognition by the Commission Member shall be reviewed quarterly, by category, by the Parks and Recreation Commission for final Commission approval. Nominees would receive a certificate from the Commission.

| Category Nomination | Quarter | Nomination Period | Review Period | Award |
|----------------------|---------|-------------------|---------------------|-----------|
| Youth | 1 | 10/1 - 12/31 | January February | March |
| Parks | 2 | 1/1 - 3/31 | April May | June |
| Community Enrichment | 3 | 4/1 - 6/30 | August | September |
| YPCE | 4 | 7/1 - 9/30 | October | November |

- Quarter - Youth Nominations
 - Quarter - Parks Nominations
 - Quarter - Community Enrichment Nominations
 - Quarter - Youth, Parks, or Community Enrichment Nominations
- For the Fourth Quarter YPCE Nomination category, in addition to community lead nominations, Parks and Recreation Commissioners may also nominate volunteers and/or community organizations. **This Quarter can serve as the Annual Recognition Night.**

Parks & Recreation Commission Volunteer Recognition Awards **NOMINATION FORM**

One of the Parks & Recreation Commission's powers and duties is to encourage individuals, businesses and community groups to contribute funds, property, and volunteer services for the development and operation of park and recreation facilities and programs. The Commission has established this program and process to accept and consider nominations for the **Parks & Recreation Commission Volunteer Recognition Award** as part of its Volunteer Recognition Program. These awards are intended to acknowledge the outstanding achievements of individuals, groups, organizations, and businesses that have made efforts to benefit the community by assisting the City of Sacramento in providing exceptional parks and recreational facilities and programs.

How it works

- There are three categories for Volunteer Recognition Awards: Youth, Parks, and Community Enrichment.
- Nominations are accepted year-round and awards are issued quarterly.
- Nominations may be submitted by individuals, Commission members, and Mayor and Council Members to recognize residents, community groups, non-profit organizations, and businesses.
- The award recipient and the person making the nomination will be contacted if chosen for an award or not, and the date of the Commission meeting when the award will be made.

Who is eligible?

- Nominees must be a current or former resident or a group, organization, or business that has been operating within the City of Sacramento for at least two years.
- Their volunteer effort must be a significant devotion of time or resources which deserves recognition due to the benefit to the community and residents of Sacramento.
- Current City employees, Commission Members, and Mayor and Council Members are not eligible for this award. Retirees and prior Commission and elected officials are eligible.
- A person may not nominate his or her self, their spouse, or a member of their immediate family.

How nominations will be reviewed

- Each nomination will be reviewed by a Parks & Recreation Commission member, and for work within a particular area of the City also by the applicable Council Member.
- For nominations regarding volunteer work or donations to City parks or programs, the Youth, Parks & Community Enrichment Department staff will be asked to verify that effort or donation.
- The Parks & Recreation Commission members will submit each quarter one or more nominations for the Commission to consider for approval for a recognition award.

How to submit a nomination

- Nominations forms are available on-line from the City's website under the Youth, Parks, & Community Enrichment Department page, and the Parks & Recreation Commission tab.
- Nomination forms must be a complete application with all pertinent details as to why the person, group, organization, or business deserves the award.
- Nomination forms are to be forwarded to the Parks & Recreation Commission Clerk at imuller@cityofsacramento.org

Recognition

- The recipient will be presented a Volunteer Recognition Award certificate at a Parks & Recreation Commission meeting, at a date convenient for the recipient.
- Award recipients will be recognized in the Youth, Parks, & Community Enrichment Department's social media postings and newsletters.
- Award recipients will be honored at an Annual Recognition Night typically held in September each year as part of the Parks & Recreation Commission meeting.
- Award recipients may also receive prizes or gifts that have been donated by business organizations and would be eligible for selection to receive a free ticket to the City's suite at the Golden One Center.

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