

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

File ID: 2026-00477

2/5/2026

Volunteer Recognition Program Update

File ID: 2026-00477

Location: Citywide

Recommendation: 1) Review and provide direction on the revised Volunteer Recognition Program; and 2) pass a **Motion** approving the revised Volunteer Recognition Program.

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

Attachments:

- 1-Description/Analysis
- 2-Revised Volunteer Recognition Program
- 3-Revised Nomination Form

Description/Analysis

Issue Detail: During the January Park and Community Enrichment meeting, the Commission passed a Motion for staff to revise the 2018 Volunteer Recognition Program, including: 1) review changes to the Volunteer Recognition Agenda placement; 2) review the month the Volunteer Awards are held; and 3) provide recommendations for revising the award nomination categories.

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.

Parks and Community Enrichment Commission

Volunteer Recognition Program Guidelines

1. Purpose of the Program

One of the Parks and Community Enrichment 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 **Volunteer Recognition Program** has been established to formally accept and consider nominations for the **Parks and Community Enrichment Commission Volunteer Recognition Award**. This program honors outstanding volunteer contributions that support the mission, vision, and values of the City of Sacramento Department of Youth, Parks, & Community Enrichment (YPCE).

2. Program Intent

The Volunteer Recognition Awards acknowledge individuals, groups, organizations, and businesses whose volunteer efforts have significantly benefited the Sacramento community by supporting exceptional parks, recreational facilities, and enrichment programs.

Awards are issued annually, with nominations accepted year-round.

3. Guiding Framework: YPCE Mission, Vision, and Values

All nominations are evaluated through the lens of volunteer support and alignment with YPCE's guiding principles.

YPCE Mission

Together we empower our youth, strengthen neighborhoods, and provide life-enriching programs for a beautiful, livable community.

YPCE Vision

Our beautiful parks and enriching programs create a thriving community with healthy, strong, and cohesive neighborhoods.

YPCE Values

Enjoyment & Fun

Safety

Stewardship

Customer Service

Excellence

Innovation

Collaboration

Inclusiveness & Equity

Nominees should demonstrate meaningful contributions that reflect one or more of these values.

4. Award Nomination Criteria

Volunteer efforts must demonstrate:

- A significant devotion of time, expertise, or resources
 - A positive and measurable benefit to Sacramento residents and the broader community
 - Direct or indirect support of YPCE parks, facilities, programs, or services
 - Alignment with YPCE's mission, vision, and values
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5. Eligibility Requirements

Eligible Nominees

- Individuals who are current or former residents of the City of Sacramento
- Groups, organizations, or businesses that have operated within the City of Sacramento for **at least two (2) years**

Ineligible Nominees

- Current City of Sacramento employees
- Current Parks and Community Enrichment Commission Members
- Current Mayor and City Council Members

Eligible Exceptions:

- Retired City employees
- Former Commission Members
- Former elected officials

Nomination Restrictions

- Individuals may not nominate themselves
 - Individuals may not nominate their spouse or immediate family members
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6. Who May Submit Nominations

Nominations may be submitted by:

- Community members
- Parks and Community Enrichment Commission Members
- Mayor and City Council Members

Eligible nominees include residents, community groups, nonprofit organizations, and businesses.

7. Nomination Review Process

1. Each nomination is initially reviewed by:
 - The Commission Member representing the nominee's district **or**
 - The Mayor's representative
 2. Each Commissioner will review nominations in coordination with the appropriate Council Member or Mayor's representative for approval.
 3. For nominations involving volunteer work or donations to City parks or programs:
 - YPCE Department staff will verify the volunteer effort or contribution.
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8. How to Submit a Nomination

- Nomination forms are available online through the City of Sacramento website under:
Youth, Parks, & Community Enrichment Department → Parks and Community Enrichment Commission

Link:

<https://www.cityofsacramento.gov/ypce/about/Parks-Community-Enrichment-Commission#anchor-volun-bc52-2285>

- Nomination forms must be fully completed and include all pertinent details explaining why the nominee deserves recognition.
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9. Recognition of Award Recipients

Award recipients will receive the following recognition:

- Presentation of a **Volunteer Recognition Award Certificate** at a Parks and Community Enrichment Commission meeting
 - Recognition through YPCE Department social media platforms
 - Invitation to the **Annual Volunteer Recognition Night**, typically held in September or a month that the Commission will choose as part of a Parks and Community Enrichment Commission meeting
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10. Program Administration

The Parks and Community Enrichment Commission oversees the Volunteer Recognition Program in collaboration with the Department of Youth, Parks, & Community Enrichment.

City of Sacramento

Department of Youth, Parks, & Community Enrichment (YPCE)

Parks and Community Enrichment Commission

Volunteer Recognition Awards

NOMINATION FORM

Program Overview

The Parks and Community Enrichment Commission's Volunteer Recognition Program honors outstanding individuals, groups, organizations, and businesses whose volunteer contributions support the mission, vision, and values of the City of Sacramento Department of Youth, Parks, & Community Enrichment (YPCE).

Awards recognize meaningful volunteer efforts that strengthen neighborhoods, enrich lives, and support exceptional parks, facilities, and enrichment programs throughout Sacramento.

Nominations are accepted year-round. Awards are issued **annually**.

Guiding Framework: YPCE Mission, Vision, and Values

All nominations are evaluated based on alignment with YPCE's guiding principles.

Mission

Together we empower our youth, strengthen neighborhoods, and provide life-enriching programs for a beautiful, livable community.

Vision

Our beautiful parks and enriching programs create a thriving community with healthy, strong, and cohesive neighborhoods.

Values

Enjoyment & Fun · Safety · Stewardship · Customer Service · Excellence · Innovation · Collaboration · Inclusiveness & Equity

Nominees should demonstrate contributions that reflect one or more of these values.

Nomination Category: Guiding Framework (select one or more)*

Please identify which YPCE guiding principle(s) best reflect the nominee’s volunteer contributions.

- Mission – Empowering youth, strengthening neighborhoods, and providing life-enriching programs
 - Vision – Supporting beautiful parks and enriching programs that build a thriving community
 - Enjoyment & Fun
 - Safety
 - Stewardship
 - Customer Service
 - Excellence
 - Innovation
 - Collaboration
 - Inclusiveness & Equity
-
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Nominee Type (select all that apply)*

- Individual
 - Community Group
 - Non-Profit Organization
 - Business
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Nominee Information

Name of Nominee*

First Name _____ Last Name _____

Organization / Group Name (if applicable)

Email*

Phone Number*

Council District*

District 1 District 2 District 3 District 4 District 5 District 6 District 7 District 8

Eligibility Confirmation

Please confirm the nominee meets the eligibility requirements:

- Nominee is a current or former Sacramento resident **or** a group, organization, or business that has operated within the City of Sacramento for at least two (2) years
 - Nominee is **not** a current City employee, current Commission Member, or current Mayor or City Council Member
 - Nominee is **not** the nominator, the nominator's spouse, or an immediate family member
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Description of Volunteer Contributions*

Please describe the nominee's background, volunteer service, and achievements. Include how the effort demonstrates a significant devotion of time, expertise, or resources; provides measurable benefit to the Sacramento community; supports YPCE parks, programs, facilities, or services; and aligns with YPCE's mission, vision, and values.

Nominator Information

Name*

First Name _____ Last Name _____

Are you affiliated with an organization, business, or group?*

Yes No

If yes, name of affiliated organization

Email*

Phone Number*

Nomination Review and Recognition

- Nominations are reviewed by the Parks and Community Enrichment Commission Member representing the nominee's district, in coordination with the appropriate Council Member or Mayor's representative.
 - YPCE Department staff will verify volunteer efforts or donations related to City parks or programs.
 - Award recipients will receive: - A Volunteer Recognition Award Certificate presented at a Commission meeting - Recognition through YPCE social media platforms - An invitation to the Annual Volunteer Recognition Night, typically held in September
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Submission Instructions

Please ensure all required fields are completed. Incomplete nominations may not be considered.

Nomination forms are available online through the City of Sacramento website: Youth, Parks, & Community Enrichment Department → Parks and Community Enrichment Commission