



OKLAHOMA MUNICIPAL LEAGUE, INC.

**201 N.E. 23rd Street / Oklahoma City OK 73105
405-528-7515 / 800-324-6651 / 405-528-7560 Fax**

TO: Human Resources Director, Personnel Director, City Manager or Clerk

FROM: Mike Fina, Executive Director

SUBJECT: 25 YEARS OF SERVICE AWARDS

Each year the Board of Directors of the Oklahoma Municipal League recognizes officials and employees of cities and towns who have completed a minimum of 25 years of service.

The honoree names are inscribed in a permanent Honor Roll of Service leather-bound album kept on permanent display at the League office. In addition, honorees are given a certificate and a lapel pin recognizing their 25 years of service to municipal government. The certificate and pin will be sent to the municipality once the list of names has been received. Honorees who have already received the award are not eligible.

Each municipality can choose the most appropriate setting for recognizing the honorees. Many choose to have the mayor make the presentation during one of their council meetings. Others prefer an OML Board Member or someone from OML staff to participate. Please indicate on the attached nomination form whether you will be making the presentation or if you prefer an OML board or staff member to make the presentation or help facilitate the event.

To be eligible for this honor, an individual must have served as a municipal official, or employee (in any capacity) at least 25 years at one or more municipalities. (*Example #1: a person who has served as a planning commission member, a councilmember and a mayor for a total of 25 years would be eligible for this award. Example #2: an employee that has served as treasurer for one town for 15 years, took time off and then served as finance director for another town for 10 years is eligible to receive this award.*) Any municipal official or employee is eligible as long as they have served municipal government for at least 25 years.

If your municipality has one or more individuals who have completed 25 years of service during fiscal year 2017, please complete the nomination form on the back of this memo and **mail it by December 29, 2017 to April Bradbury at the address below or email it to april@oml.org. Please attach additional names on a separate sheet. Visit our website at www.oml.org for more information or call us at 1-800-324-6651 or 405-528-7515.**

REQUEST FOR NOMINATIONS
OML HONOR ROLL OF SERVICE

I hereby certify that the following individuals have completed 25 years, or more, of service as an official and/or employee of the City or Town (circle one) of: _____

PLEASE PRINT NAMES, INCLUDING MR. OR MS.	PRESENT TITLE	MUNICIPAL GOVERNMENT STARTING DATE OF SERVICE (should be before 12/31/92)

List the name of the person who will be responsible for receiving information, the certificates and lapel pins. This person will be our contact should changes be necessary.

Contact Name & Title: _____

Contact Phone #: _____ Email: _____

Mailing Address: _____

City, State, Zip: _____

- The City will present the recipients with their certificate.
- We prefer that an OML board member or staff member make the presentation.

If you would like an OML board member or staff member to participate in the presentation, please indicate your preferred dates and times:

Option 1 _____

Option 2 _____

Option 3 _____

If an OML board member or staff member makes the presentation, please include the presentation address (if different from above) _____

Please return this form by December 29, 2017 to:
April Bradbury ♦ 201 NE 23rd St ♦ Oklahoma City OK 73105
FAX: 405-528-7560 ♦ E-mail: april@oml.org