

Culver City Equity and Human Relations Advisory Committee
Equity and Human Relations Awards Ad Hoc Subcommittee
Report
January 23, 2024 EHRAC Committee Meeting

Awards Ad Hoc Subcommittee Members: Haifaa Moammar, Denice Renteria, Jezenia Aguirre and Rebecca Rona

Award nominations None have been received to date. Reasons can be discussed, if necessary, during the meeting.

New deadline recommended

We recommend that the original deadline of January 31st be changed to February 28th.
By focusing on various marketing efforts, we believe we will receive sufficient nominations by that date.

Future deadline (2025 awards)

We recommend that the deadline for the following year's awards be February 15, 2025.

Proposed timeline for 2024 awards

February 28th deadline for receipt of nominations

Throughout March ad hoc subcommittee members review nominations and contact those who nominated if necessary.

April meeting, ad hoc subcommittee reports its recommendations and committee members vote. Alternatively the committee would vote during **March meeting**.

April or May The City Council would present the awards during a Council meeting in the spring, ideally ahead of the CCUSD Spring Break.

Updated Equity and Human Relations Awards webpage The ad hoc subcommittee recommends that the text on this webpage be revised both to update the information and to clarify a few points.

Photos, names and descriptions of previous award recipients We recommend that this information not be included on the webpage at this time.

Proposed Awards webpage text/talking points The recommended text follows and is included as a separate document.

Equity and Human Relations Award

The Culver City Equity and Human Relations Advisory Committee created the Equity and Human Relations Award to honor four outstanding individuals for their contributions to equity and human relations in Culver City.

Recipients will be individuals and/or organizations who embody inclusiveness, altruism, and giving through volunteerism and public service to make Culver City a better place for all people to live.

Each honoree will be presented a medallion by the Culver City City Council during a Council meeting.

Award Categories

An award will be presented to no more than one individual in each category:

- A Culver City resident or a person employed in Culver City
- A student attending any CCUSD school or West Los Angeles College
- A Culver City business owner
- The executive director of a non-profit organization serving the Culver City area

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Who May Nominate

Any Culver City resident, business owner, student, or person employed in the city may nominate an individual who embodies the attributes described above.

Deadline

Nominations for the 2024 Awards must be received online or by mail no later than Wednesday, February 28, 2024. (A mailed nomination form postmarked February 28, 2024 will be acceptable.)

How To Submit

[Submit the online award nomination form](#), or download, complete and mail the nomination form.

Downloaded and completed nomination forms can be mailed to:

City of Culver City
Human Relations Department
9770 Culver Blvd
Culver City, CA 90232

[Submit a Nomination](#)

Medallions

We recommend that the name of each recipient and the category of that person's award be engraved on each medallion, as in previous years. (See image below.)



Cost of medallions

The total cost of creating four metal medallions would have been \$510 in 2021 had there been four awardees. Assuming a 10% increase, the cost would be \$561. We suggest rounding up to \$600 and budgeting this amount with the expectation that we will select four award recipients for 2024.

Marketing

1. Hard copy flyers to be printed for all who want to distribute them. (See text below, flyer design attached.)
2. Request of school district to approve use of the flyer for students and school staff
3. Talking points for use by any and all committee members (See below and attached.)
4. Request that members volunteer to announce nominations for the awards at various city meetings. Members will volunteer.
5. Request that members volunteer to announce the awards nominations via emails and social media
6. Request to staff regarding social media (with input from those committee members with great expertise)
7. Articles for local newspapers
8. Letters to the editor written by those who are not committee members
9. Additional communication with schools

Talking points

The talking points will be identical to the webpage description. A member can select which information to use and emphasize. (See webpage/talking point text above and attached.)

Awards Flyer

Member Jezenia Aguirre designed the flyer with input from other ad hoc subcommittee members. (See draft flyer design.)

Detailed explanation during City Council presentation

We recommend that during presentation of the 2024 awards a detailed explanation of the awards be given by a committee member.

Announcement of nomination period for 2025 awards

We recommend that the member announce during presentation of the 2024 awards that as of that date, the nomination period for the 2025 awards has begun.

Fiscal Year 2024/2025 Equity and Human Relations Awards Ad Hoc Subcommittee

We recommend that the evening of the July committee meeting, when members volunteer and are selected to serve on the Awards ad hoc subcommittee, they be encouraged to begin addressing their role as soon as possible.