

The Equity and Human Relations Award

About the Award

The Equity and Human Relations Award was initiated by the Equity and Human Relations Advisory Committee starting in 2021. The award consists of four categories, Individual, Student, Business/Corporation and Non-Profit Organization. Nominees must reside or be employed in Culver City. Members of the Equity and Human Relations Advisory Committee and their families are not eligible.

The Awards Selection Subcommittee

The Awards Selection Subcommittee shall be comprised three to five members voted on by the Equity and Human Relations Advisory Committee. The subcommittee is responsible for reviewing and scoring the nominations for that award year, acquiring the medallions, ribbons and display boxes, ensuring they are engraved, providing information about the award recipients to staff and coordinating with staff on the date of the City Council awards presentation.

Nomination Process and Selection

Only the subcommittee members are to receive the email notifications and the nomination forms. The subcommittee is to determine the top three nominees for each award category and present them to the full committee during the April Equity and Human Relations Advisory Committee meeting for a full committee vote on each award recipient.

The subcommittee will use the scoring rubric to give each nomination a numeric score. The nominations will be ranked in order of the highest score. Nominations must have a minimum score of 16 to qualify. If multiple nominations have the same high score, it is up to the subcommittee to select which of those nominations are to be included in the top three.

Timeline

September – Start promoting the request for nominations for the Equity and Human Relations Award.

December – Final promotional push, last call for submissions. Nominations must be received before midnight on December 31st. Nominations postmarked and received after this date are included in the following year's nominations.

January through March – The subcommittee reviews and scores all the nominations based on the scoring rubric and determines the top three nominees for each award category. Once the number of qualified nominations for each award category is confirmed, the subcommittee shall work with staff to order the appropriate number of medallions.

April – The top three nominees for each award category are reviewed by the full committee. The full committee will vote on which nominee should be awarded for each category. The subcommittee will work with staff to secure a date for the City Council award presentation. The subcommittee will work with staff to ensure the medallions and accessories are acquired and will provide to staff information about each nominee for the City Council presentation.

June – Recipients receive their award during a City Council meeting. Information about each award recipient is read by the Mayor of Culver City and they receive certificate created by the City Clerk department. Members of the subcommittee and the EHRAC will present the medallions to the award recipients. Update the EHRAC Awards webpage with the new award winners and their information.

Scoring

The EHRAC Award Scoring Rubric is to be used to score each nomination. Each of the seven criteria sections will be scored from a minimum of 1 to a high of 3 based on the amount of information provided in the nomination form. The sum of all seven sections will determine the overall score for the nomination. A minimum score of 16 must be achieved for a nomination to qualify.

The top three nominations will be determined based on their total score, highest to lowest. If multiple nominations have the same high score, it is up to the subcommittee to determine which of those nominations are to be included in the top three. The subcommittee is not limited to only using the information on the nomination form for their selection process.

Medallion Information

The City owns the mold for the medallions. The medallion artist, Yu Teng, is currently in possession of the molds. The processing time from requesting the creating of medallion to receiving the medallion takes approximately three weeks. By ordering them early, this allows for extra time which may be needed for the artist to correct any issues with the medallions.

Medallion Artist Information

Yu Teng - travelape@gmail.com

Medallion Information

Dimensions- 2-¾' diameter, 1/8' width (thickness)

Estimated Costs

Casting of Medallion: \$40/per medallion

Finishing: \$25/per medallion

Engraving, Ribbons

The medallions were engraved, and the medallion ribbons were purchased at Trophymasters, Inc in Westchester. Red ribbons, the color closest to the red of Culver City logo were selected. Engraver Information

Vendor

Trophymasters, Inc
8331 Lincoln Blvd, Los Angeles CA 90045
310-670-6443

Estimated Costs

Engraving & Ribbon: \$15/per medallion

Display Box

The display/presentation boxes were purchased from Amazon. The medallion barely fit inside the display box. A slightly larger display box might work better.

Dimensions- 3.6" diameter, 3.6" wide, 1.6" high

Brand: Leture

Estimated cost: \$8/per medallion

[Buy on Amazon](#)