



**The 2016 Annual
City of Los Altos / Town of Los Altos Hills
Joint Community Volunteer
Service Awards**



September 7, 2016

Dear Community Organization:

For the past 33 years, the cities of Los Altos and Los Altos Hills have held a well-attended luncheon to recognize a few selected persons who have provided extraordinary volunteer service in our communities – our unspoken heroes. Our next Awards luncheon will be held on Friday, December 9, 2016.

We would very much appreciate your taking the time to submit one or more nominations of any such persons that you deem worthy of special recognition. Nominees must be individuals or organizations whose volunteer service benefited the communities of Los Altos and/or Los Altos Hills. Full details of the qualifications required for nominees are given on the enclosed pages. Nominations may be made by either individuals or organizations. Please complete the enclosed form and return it no later than **October 31, 2016**. We encourage online submission of these nominating documents, which are posted at <http://www.jointvolunteerawards.com>. Alternatively, they may be mailed to:

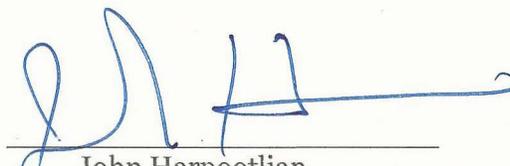
Los Altos / Los Altos Hills
Joint Community Volunteer Service Awards Committee
P.O. Box 1851
Los Altos, CA 94023-1851

The nominating form **must** be completed and accompanied by a minimum of **two (2)** supporting letters of recommendation from individuals or groups. The Awards Committee will select the awardees from those nominated, and you will be notified in early November if your nominee is to receive an award. Reservations and payment for the Awards luncheon can be made at the website indicated above.

This is an excellent opportunity to honor the many hardworking, deserving, and often unsung volunteers of our area. The event is a wonderful expression of cooperation between our two communities. Thank you for your efforts in this matter.

Sincerely,


Jeannie Bruins
Mayor, City of Los Altos


John Harpootlian
Mayor, Town of Los Altos Hills