

Citywide “Most Engaged Neighbor” Contest Plan

PHASE 1: Planning and Setup (4–6 Weeks Before Launch)

1. Secure City Support

- Obtain formal approval from City Council or City Manager’s office.
- Confirm participation of the Mayor for the award photo and City Council presentation.

2. Form a Planning Committee

- Include city staff, neighborhood leaders, and library or nonprofit reps.
- Define contest timeline, roles, selection criteria, and award structure.

3. Design Contest Materials

- Create online and paper nomination forms.
- Create promotional flyer, web page, and social media toolkit.
- On application include, at a minimum, nominee’s name and contact info, Description (why they are an engaged neighbor), nominator’s info, and optional photo or story.
- See the application form included in this packet for more details.

4. Define Award Categories (Optional)

- Most Engaged Neighbor Overall
- Youth Neighbor Award
- Lifetime Neighbor Award
- Neighborhood Group Recognition

PHASE 2: Promotion and Nomination Period (2–3 Weeks)

5. Promote the Contest

- Use city website, newsletter, utility bill inserts, and social media.

- Partner with schools, churches, libraries, neighborhood associations and local media outlets.

6. Collect Nominations

- Accept entries through an online form and at city buildings (library, community center).
 - Use Google forms, SurveyMonkey or a similar online tool.
 - Provide an option for written/paper forms too.
- Ensure accessibility for all residents (including Spanish or other language options if needed).

PHASE 3: Judging and Selection (1 Week)

7. Assemble Judging Panel

- Include representatives from City Council, Neighborhood Services or Planning Department, and perhaps a community leader or two.

8. Review and Select Winners

- Use clear judging criteria (see criteria on sample form).
- Be sure to consider things like the impact on neighborhood, consistency of engagement and spirit of generosity and connection.
- Avoid selecting people who are paid to do work for neighbors.
- Select 3–5 winners (or one from each City Council district, if applicable).

PHASE 4: Recognition and Celebration

9. Notify Winners Privately

- Call or email winners in advance.
- Invite them to attend a specific City Council meeting for recognition.

10. City Council Presentation

- We recommend using the awards presentation to promote National Good Neighbor Day (Sept. 28) or Missouri Good Neighbor Week (Sept. 28 - Oct. 4).

- Publicly recognize winners.
- Mayor presents certificates or awards.
- Take a group photo with Mayor and Council.
- Optional: Invite nominators to say a few words.

PHASE 5: Statewide Submission and Story Sharing

11. Submit Winners to Missouri Good Neighbor Week Contest (if eligible)

- Upload each city winner's story at missourigoodneighborweek.com.

12. Share Stories Publicly

- Post winner profiles on the city's social media and website.
- Encourage local media to run stories or do interviews.

13. Send Thank-Yous

- Thank all nominators and nominees with a note or email.
- Encourage them to stay involved with neighborhood events.

Optional Enhancements

- Create yard signs: "Most Engaged Neighbor 2025" for placement in yards
- Host a small reception after the Council meeting
- Involve youth in the nomination process through schools



City of [Your City Name]

“Most Engaged Neighbor” Nomination Form

Presented as part of Missouri Good Neighbor Week (Sept. 28–Oct. 4) or National Good Neighbor Day (Sept. 28) events

Help us recognize the neighbors who go above and beyond to build connection, kindness, and community in our city! Individuals can nominate a person for the "Engaged Neighbor of the Year" award. Preference will be shown to nominees who are connected with others in their neighborhood through events, service, or social interaction. Eligibility and criteria include:

- Individual nominees must reside in the city that is honoring them;
- Individuals may not self-nominate for this award;
- Nominees may not be compensated for the service described in the nominations;
- Elected officials may not participate as nominees.

What is an engaged neighbor?

- An "engaged neighbor" makes their neighborhood better.
- They know and interact with their immediate neighbors.
- They try to make sure people in the neighborhood feel included.
- They attend and help at neighborhood activities.
- They devote time and talent in service to their neighbors or neighborhood.
- Their engagement as a neighbor makes the area better for everyone.

About the Nominee (The person you're nominating)

Full Name: _____

Street Address (or neighborhood): _____

Phone (if known): _____

Email (if known): _____

About You (The person making the nomination)

Your Name: _____

Phone or Email: _____

Relationship to nominee (e.g., neighbor, friend, coworker):

Why are you nominating this person?

Please describe how this neighbor has made a positive impact on your neighborhood or community. See the award criteria again. Examples might include:

- Welcoming new residents
- Organizing events or block parties
- Helping others with yard work, rides, meals, etc.
- Promoting safety, connection, or communication
- Being a consistent, caring presence on the block

This image shows a blank sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

(Check one)

- ## Consent

- ☐ *I give permission for this story and photo (if provided) to be used in city publications, social media, or press releases.*
- ☐ *I have informed the nominee about this nomination (optional but encouraged).*

Deadline to Submit Nominations: [Insert Date]

Submit online at: [Insert Link]

OR

Drop off/mail to: [City Hall Address or Drop Box Info]

Questions? Contact [City Contact Person, Phone, Email]

Here is the content for a promotional flyer to advertise your city's contest.

[CITY NAME] CELEBRATES OUR MOST ENGAGED NEIGHBORS!

 *Nominate Someone Who Makes Your Neighborhood Stronger* 

Do you know a neighbor who:

- Welcomes others with kindness?
- Hosts block parties or organizes clean-ups?
- Checks in on others or offers a helping hand?
- Builds a sense of connection on your street?

Help us honor them!

 **Nominate them for the “Most Engaged Neighbor” award!**

As part of **Missouri Good Neighbor Week (Sept. 28–Oct. 4)**, we’re celebrating local neighbors who go above and beyond to make our city a better place.

 **How to Nominate:**

- Fill out a nomination form online at: [Insert Website Link]
- Or pick up a paper form at: [City Hall, Library, Community Center]
- **Deadline to nominate: [Insert Date]**

 **Winners will be recognized at a [City Council Meeting Date]**

Each winner will receive a certificate and photo with the Mayor!

City winners will also be submitted to the **Missouri Good Neighbor Week contest**.

 Let’s celebrate kindness, connection, and community—one neighbor at a time!

For more information, contact:

[City Contact Name]

[Phone Number] • [Email]

[City Logo or Missouri Good Neighbor Week logo]