

# CITIZEN RECOGNITION

## DESCRIPTION

It is important to acknowledge acts of good citizenship. A public “thank you” offered by EPA to a citizen or group of citizens demonstrates a working relationship between EPA and the community. It also reinforces the Agency’s commitment to the community.

There are many ways to recognize citizens who have been helpful. Be creative, but the most important thing to remember is to make sure that the recognition is meaningful to the citizen. If you don’t know what would be meaningful to a special citizen, consider asking his or her family and friends for suggestions.

## REQUIRED ACTIVITY?

No.

## MAKING IT WORK

### WHEN TO USE

It is appropriate and beneficial to recognize any citizen, group, school, potentially responsible party (PRP), or other entity who has demonstrated a high level of involvement in a helpful manner, or assisted you in achieving accomplishments.

Such recognition can be done at any appropriate time. For instance, citizen recognition can occur at a *Special Event* celebrating a significant milestone.

### HOW TO USE

Recognition is best done as part of a larger function with the individual’s peer group in attendance. The actual venue for the event can be anywhere — their meeting hall, EPA offices, or local government offices. Consider having a special event to recognize several citizens at one time.

The recognition should relate to the site or to EPA, and may use:

- a picture of the citizen with the Regional Administrator and site team members;
- a certificate or a plaque from EPA;
- EPA logo items, such as a golf shirt, T-shirt, pen, lapel pin, notebook, or portfolio;
- a letter of appreciation from the Remedial Project Manager (RPM) or Regional Administrator;
- a V.I.P. seat at one meeting, with acknowledgment of why the citizen is being recognized;
- an Earth Day event, which typically attracts the media.

## Tips

- Think of what would be meaningful to the citizen.
- Invite family members to the celebration; be sure to tell them if it is a surprise.
- Issue a press release and invite the media to the celebration.
- If you get creative, check with your ethics officer to review EPA policies.



[See Special Events, Tab 38](#)

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## RELATED TOOLS/RESOURCES IN THE TOOLKIT

- [Special Events, Tab 38](#)