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## Effingham County Board of Commissioners

### Honor Award (Challenge Coin) – Standard Operating Procedure (SOP)

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#### 1. Purpose

To establish a standardized process for the nomination, approval, presentation, documentation, and public communication of the Effingham County Honor Award (Challenge Coin). This award is issued sparingly and only to individuals or organizations who exemplify the core values instilled on the coin: Integrity, Service, Courage, Compassion, and Respect.

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#### 2. Award Frequency & Eligibility Requirements

- The Honor Award is not intended for routine recognition and shall be issued only when conduct clearly exceeds ordinary expectations.
  - Self-nominations are not permitted.
  - An individual may not receive the Honor Award more than once within a twelve (12) month period.
  - County employees must demonstrate impact or performance substantially beyond normal job duties and expectations.
  - Every reasonable effort shall be made to present the award during a public meeting of the Board of Commissioners.
  - No more than one individual or organization shall receive the Honor Award at any single Board of Commissioners meeting.
  - Award may ONLY be issued by a County Commissioner, County Manager, or Assistant County Manager.
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#### 3. Initiation & Submission Process

##### Step 1 – Nomination Submission

- A Commissioner or authorized administrative staff member submits the official Honor Award Notification Form.
- Form link: <https://ga-effinghamcounty.civicplus.com/FormCenter/Administration-6/Honor-Award-Challenge-Coin-Nomination-Fo-78>
- The form auto-generates an email notification to the County Clerk upon submission.

### Step 2 – Review & Coordination

- The County Clerk reviews the submission for completeness.
- The County Clerk coordinates with:
  - The presenting Commissioner
  - The recipient
  - Commission administrative staff to confirm an appropriate meeting date for presentation.

### Step 3 – Agenda Placement

- The County Clerk places the presentation on the appropriate Board of Commissioners meeting agenda.

### Step 4 – Internal Notification

- The County Clerk notifies:
  - Public Engagement Services
  - County Management
- A copy of the submitted notification form is forwarded to both departments.

### Step 5 – Award Preparation

- The County Clerk reserves and prepares:
  - The appropriate number of challenge coins
  - Coin display stands/boxes
- The County Clerk verifies availability of photographer for the meeting.

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### 3. Presentation Procedure (During Meeting)

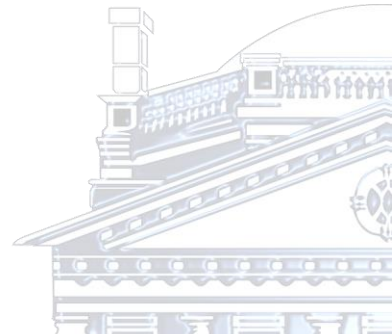
#### Agenda Item: Honor Award Presentation

1. Recipient is invited to the front of the chamber.
2. Positioning:
  - Recipient stands beside the presenting Commissioner.
  - Remaining Commissioners stand behind them.
  - All face the audience.

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3. Presenting Commissioner reads the approved script. It will be provided via a pre-printed cue card.

Today, I hold in my hand the Effingham County Honor Award — a distinction that is not given lightly and is awarded only in rare and deserving circumstances.

This recognition is reserved for individuals or organizations who clearly exemplify the core values of the Effingham County Board of Commissioners: Integrity, Service, Courage, Compassion, and Respect.

Today, we proudly recognize [Insert Name or Organization] for their consistent demonstration of [Insert Trait].

Specifically, [Insert Name/Organization] has exemplified this value through the following actions:  
[Insert reason for receiving coin.]

On behalf of the Effingham County Board of Commissioners, it is my honor to present this award in recognition of your outstanding service and commitment to Effingham County.

4. Presenting Commissioner hands the coin to the recipient.
5. Group pauses for official photograph.
6. After photographer clearance, all parties return to their seats.

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#### 4. Post-Meeting Communications

##### Public Engagement Services Responsibilities:

- Collect approved photo(s).
- Draft and publish:
  - Website feature
  - Social media posts
  - Press release (if warranted)
- Include relevant quotes from:
  - Presenting Commissioner
  - Recipient (if available)

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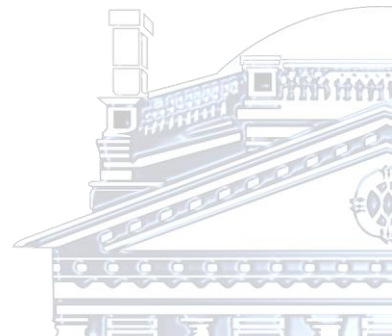
#### 5. Maintain an Award Log (Critical Control)

Create and maintain a centralized Honor Award Registry including:

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- Recipient name
- Organization (if applicable)
- Date awarded
- Presenting Commissioner
- Core value recognized

Maintained by: County Clerk

# Draft

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