



Delaware Municipal Clerks Association

September 16, 2024

Dear Mayor/Town Manager:

The Delaware League of Local Governments, in association with the Delaware Municipal Clerks Association, awards a prestigious annual award to a clerk who has shown exceptional personal or professional qualities working as a Town or City Clerk.

Nominations for this award are requested each year by the Town Managers or Mayors of each municipality. If your municipality does not have a Town Manager, then please forward this letter to your Mayor for Clerk of the Year nominations. A Committee consisting of respected DMCA members will carefully review the nominations and your letter to make the final selection for this prestigious award. Please be thorough in your comments.

The award for Clerk of the Year will be presented at the Delaware League of Local Governments meeting at a future date.

Enclosed, you will find an official nomination entry form for the Clerk of the Year award. Please consider the outstanding performance of the Clerks in your municipality and return the nomination forms to me, at the following address, no later than October 7, 2024.

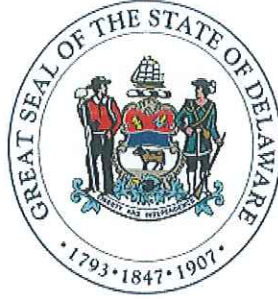
Sussex County Government
c/o Tracy Torbert
PO Box 589
Georgetown, DE 19947
Email: tracy.torbert@sussexcountyde.gov

While all Delaware Clerks are surely deserving of recognition, we request that you only submit one nomination from your municipality.

Sincerely,

A handwritten signature in blue ink, appearing to read "Tracy Torbert", is written over the printed name.

Tracy Torbert
DMCA Clerk of the Year Committee Chair



**Delaware Municipal Clerks Association
2024 Clerk of the Year
Official Nomination Entry Form**

Name of
Nominee: _____

Municipality: _____
(City or Town)

Address: _____

Phone: _____

Name of Person making nomination: _____

Address/Phone #: _____

Please attach additional pages if necessary.

1. Please describe why the person you are submitting in nomination is qualified to be awarded the 2024 "Delaware Municipal Clerks Association Clerk of the Year" Award. Please be thorough as your comments are what the decision is based on.

Return form and comments by mail, fax or email no later than October 7, 2024, to:
Clerk of the Year
c/o Tracy Torbert
PO Box 589
Georgetown, DE 19947
Phone: 302-855-7743
Email: tracy.torbert@sussexcountyde.gov

Note: All Nominations must be made by the Mayor, Council or Town Manager of the Municipality