

# Civic Honours Award for Community Service



## Nomination Form

*(Please read the conditions and guidelines on the back of this form)*

### A. Person Nominated:

Full Name: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Occupation: \_\_\_\_\_

### B. Nominated By:

Name of Organisation: \_\_\_\_\_

Full Contact Name: \_\_\_\_\_

Position Held: \_\_\_\_\_

Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Telephone: (Home) \_\_\_\_\_ (Work) \_\_\_\_\_

Signature: \_\_\_\_\_ Date \_\_\_\_\_

Signatures of two executives of organisations submitting nomination:

\_\_\_\_\_

**C. Categories of Community Service:**

*(Please tick the category or categories under which you believe the person qualifies)*

- |  |   |
|--|---|
| <input type="checkbox"/> Recreation        | <input type="checkbox"/> Community Affairs    |
| <input type="checkbox"/> Youth Activities  | <input type="checkbox"/> Educational Services |
| <input type="checkbox"/> Social Welfare    | <input type="checkbox"/> Cultural Affairs     |
| <input type="checkbox"/> Religious Affairs |   |

**D. The Record of Service of the person nominated:** Please record this in detail on a separate sheet. Please type or write clearly. Please note in particular, paragraphs 6-11 of the Conditions and Guidelines on the back of this form.

**E. Queries:** Should you have any queries please contact the District Secretary - Tony Quirk [Tony.Quirk@marlborough.govt.nz](mailto:Tony.Quirk@marlborough.govt.nz) 03 520 7400.

**F. Deadline:** Nominations, in an envelope marked "Civic Honours Awards", must be received by 5.00 pm on Friday, 5 June 2020 and are to be addressed to:

**The District Secretary  
Marlborough District Council  
PO Box 443  
Blenheim 7240**

## **Conditions and Guidelines**

*This page contains important information Your attention is particularly drawn to paragraphs 6-11.*

### **Who is eligible for a Civic Honours Award?**

1. The Marlborough District Council's Civic Honours Awards are open to any person who has carried out deserving service in the Marlborough district which is of benefit to other residents of the district.
2. Any person who has already received a Royal Honour shall, only in special circumstances, be eligible for a Civic Honour.
3. In special circumstances, the Selection Panel may make a Civic Award to a person who lives outside the district boundaries, providing the deserving service concerned has been wholly or predominantly carried out within the Marlborough district.

### **What kind of service merits a Civic Honours Award?**

4. Deserving service is recognised by the Marlborough District Council's Civic Honours Awards.
5. The deserving service can fall into one or more of the categories of Recreation, Youth Activities, Social Welfare, Community Affairs, Educational Services, Cultural Affairs and Religious Affairs. Please indicate which of these categories you feel your nominee qualifies in (see nomination form).

### **How is a Civic Honours Award decided?**

6. Firstly, a nomination must be received by the deadline stated in Paragraph (F) on the nomination form. Nominations can be made by any two officers or by any organisations, associations, societies or clubs.
7. If more than one person is nominated by the same group, a clear statement listing the priority of nominations should also be lodged.
8. The Civic Honours Award selection panel relies heavily on the information that accompanies each nomination.
9. It is in your nominee's interest that the information provided is of sufficient detail to enable the selection panel to consider each nomination fairly. It is emphasised that the information sought is not merely a list of positions held.
10. Full details should be supplied about how this person's work or activities. Both quantity of service and quality of service are important.

11. The information on all the people nominated then goes to the selection panel. The panel is made up of the Mayor, Councillors and representatives of community organisations.
12. While there is no fixed number of Civic Honours Awards given out each time, the number has fluctuated between four and six. It is rare for all persons nominated to receive a Civic Award.

### **Confidentiality**

13. All nominations are confidential. Unsuccessful nominations, or details of the people who nominated them will not be made public.
14. It is not necessary to obtain the prior consent of the person being nominated before submitting a nomination. If the nomination is successful, the person will then be contacted to ask whether he or she wishes to accept the Award.

### **Can we try again**

15. If a nomination is unsuccessful, you may resubmit the nomination in the following or future years.
16. The decisions of the selection panel are final and binding. Correspondence will not be entered into.