

CHRISTCHURCH CITY COUNCIL COMMUNITY SERVICE AWARDS AND YOUTH SERVICE AWARDS

How to Guide for Completing the Nomination Form

Helpful hints to get you started

This guide provides further information on some of the questions in the nomination form. It also provides details on what to do when you have completed the nomination form.

NB – It is highly recommended that you provide as much information as possible. This assists the Community Board Members when making their deliberations in deciding the awards. More is better.

Question 2: What activity/service has the Nominee been involved in

Please tell us what is the nominated persons service or role in an organisation and how does she/he contribute. Where does the volunteer work take place?

e.g. Sarah Bloggs has been a committee member of the Help Club for the last 10 years and along with giving up to six hours a week to the elderly at three rest homes in Beckenham, she was our Club President for three years and Secretary for two years.

Question 3: How long has the Nominee been involved in this activity/service?

Please tell us how long the nominated individual has been involved in the activity/club/organisation and approximately how much time does the individual voluntarily give to the activity/club/organisation per week, month and/or year.

e.g. We are nominating Sarah Bloggs for running craft classes for the elderly in the local rest homes in Beckenham for the last 10 years. Sarah Bloggs provides classes and help each week. Sarah visits three rest homes twice a week for an hour. Sarah also provides all the equipment that is needed for the craft classes.

Question 4: Who in / How has the local community benefited from this activity?

Please tell us how the activity that the individual does helps the community.

e.g. By providing craft classes to the elderly Sarah is stimulating them to think as well as exercise their hands and creative abilities. The craft classes allow the residents of the rest homes to make their own gifts for family and friends for birthdays and Christmas; this saves them having to ask others to do their gift buying.

Question 5: Supporting Information

It is very helpful to the Community Board when considering the nominations, if **letters or documents of support are provided**. These can be from outside clubs/organisations or people. It would be preferable that support was provided by those other than the nominators.

Names of Nominees

The nomination will not be considered if there is only one nominator. Please write both names clearly and legibly providing full names, personal address, phone number, email address and where appropriate the name and address of your organisation.

What to do when you have completed the nomination form

1. Ensure that the nomination form has **two signatures** e.g from your group/organisation/individual.
2. Collate the information required and attach to the nomination form.
Return your completed form and attachments to your nearest Christchurch City Council Service Centre.

Note:

- Please check the closing date for nominations.
- Your application will go forward to the relevant Community Board Meeting and both nominees and nominators will be advised after the Board has made their decision.
- If you need further assistance please ring 941 8999.