



RYDE TOWN COUNCIL

RYDE NEW YEAR'S HONOURS NOMINATION FORM 2018/19

NOMINATE AN INDIVIDUAL OR ORGANISATION FOR A RYDE TOWN COUNCIL NEW YEAR'S HONOURS AWARD USING THIS FORM. PLEASE NOTE THAT THIS IS AN AWARD GIVEN BY RYDE TOWN COUNCIL, AND IS NOT CONNECTED TO ANY OTHER HONOUR AWARDS IN THE UK.

PROCEDURE

- NOMINATIONS MUST BE MADE CONFIDENTIALLY BY STAFF, COUNCILLORS OR MEMBERS OF THE WIDER COMMUNITY
- INDIVIDUALS AND GROUPS/ORGANISATIONS CAN BE NOMINATED
- NOMINEE(S) MUST NOT BE INFORMED OF THE NOMINATION
- THE NOMINATION MUST PROVIDE DETAILED INFORMATION TO SUPPORT THE NOMINATION - IN THE CASE OF FURTHER INFORMATION BEING REQUIRED, THE NOMINATOR WILL BE CONTACTED CONFIDENTIALLY
- SELF-NOMINATION IS NOT PERMITTED
- NOMINATIONS WILL BE CONSIDERED BY THE HONOURS WORKING PARTY AND THE FULL COUNCIL
- SUCCESSFUL NOMINEES WILL BE ADVISED OF THE AWARD VIA RYDE TOWN COUNCIL OFFICES, BUT MUST INDICATE THAT THEY ACCEPT THE AWARD PRIOR TO PUBLIC ANNOUNCEMENT
- UNSUCCESSFUL NOMINEES WILL NOT BE PROVIDED WITH AN EXPLANATION
- UNSUCCESSFUL NOMINEES CAN BE NOMINATED AGAIN IN FUTURE HONOURS
- IF THE NOMINEE IS UNABLE TO ATTEND THE CEREMONY, THE AWARD WILL NOT BE GIVEN

CRITERIA GUIDELINES

- THE NOMINEE(S) MUST RESIDE, OR BE ASSOCIATED WITH AN ORGANISATION WITHIN RYDE
- THE NOMINEE(S) MUST MEET ONE OF THE FOLLOWING CRITERIA:
 - HAVE SIGNIFICANTLY BENEFITTED THE COMMUNITY / TOWN
 - HAVE HAD A HIGHLY POSITIVE EFFECT ON A MEMBER(S) OF THE COMMUNITIES LIFE
 - HAVE CONTRIBUTED TO / CREATED / ACHIEVED A REMARKABLE PROJECT OR EVENT
 - HAVE DEMONSTRATED INNOVATION AND ENTREPRENEURSHIP
 - BE AN EXAMPLE OF SUSTAINED AND SELFLESS VOLUNTARY SERVICE
 - HAVE SERVED FOR A SERVICE WHICH BENEFITS/BENEFITTED OUR COMMUNITY
 - ANY OTHER SIGNIFICANT ACTIONS WORTHY OF RECOGNITION
- THE NOMINEE MUST NOT BE DECEASED
- THERE IS NO AGE RESTRICTION ON THE NOMINATION
- *ADDITIONAL LETTERS OF SUPPORT TO CONTRIBUTE TO A NOMINATION CAN BE INCLUDED BUT ARE NOT REQUIRED.*

NOMINATION FORM FOR A RYDE TOWN COUNCIL NEW YEAR'S HONOUR AWARD

PLEASE ENSURE THE PROCEDURE AND GUIDELINE NOTES HAVE BEEN READ BEFORE PROCEEDING.

PLEASE ENSURE THAT ALL SECTIONS OF THIS NOMINATION FORM ARE COMPLETED, OTHERWISE THE NOMINATION WILL NOT BE CONSIDERED.

I WISH TO COMPLETE A NOMINATION FOR A RYDE TOWN COUNCIL NEW YEARS HONOURS AWARD (PLEASE COMPLETE YOUR DETAILS BELOW):

SURNAME: _____

It is important that the name given is accurate with correct spelling.

FORNAME(S): _____

KNOWN AS: _____

If different from above.

TITLE: _____

E.g. Mr, Miss, Dr, e.t.c.

DATE OF BIRTH: _____

ADDRESS: _____

If you do not wish to give all three methods of contact, please ensure at least one is provided for the purpose of the nomination.

POST CODE: _____

EMAIL: _____

TELEPHONE: _____

I HEREBY GIVE CONSENT FOR RYDE TOWN COUNCIL TO STORE MY CONTACT DETAILS THROUGHOUT THE PROCESS OF THE NOMINATIONS. Please tick to confirm:

PLEASE NOTE THAT YOUR INFORMATION WILL ONLY BE STORED FOR THE DURATION OF THE HONOURS, UNTIL THE CEREMONY HAS BEEN PERFORMED. YOUR DETAILS WILL NOT BE USED FOR ANY OTHER PURPOSES OTHER THAN TO CONTACT YOU DURING THE NOMINATION PROCESS. YOUR DETAILS WILL BE STORED SAFELY AND SECURELY IN COMPLIANCE WITH GDPR LEGISLATION. WITHOUT CONSENT WE WILL NOT BE ABLE TO PROCESS THE NOMINATION.

NOMINATION INFORMATION

IF YOU REQUIRE ADDITIONAL SPACE, PLEASE PUT THE QUESTION NUMBER NEXT TO THE TEXT ON AN ADDITIONAL PAGE AND ATTATCH TO THIS DOCUMENT.

PLEASE ENSURE THE PROCEDURE AND GUIDELINE NOTES HAVE BEEN READ BEFORE PROCEEDING.

IF YOU ARE NOMINATING A GROUP, PLEASE WRITE THE GROUP NAME, THE ADDRESS AND CONTACT NUMBER OF THE GROUP LEADER OR ORGANISATION.

PLEASE ENSURE THAT ALL SECTIONS OF THIS NOMINATION FORM ARE COMPLETED, OTHERWISE THE NOMINATION WILL NOT BE CONSIDERED.

I NOMINATE THE FOLLOWING PERSON(S) FOR A RYDE TOWN COUNCIL NEW YEARS HONOURS AWARD (PLEASE COMPLETE THEIR DETAILS BELOW):

SURNAME(S): _____

It is important that the name given is accurate with correct spelling.

FORNAME(S): _____

KNOWN AS: _____

If different from above or a group/organisation.

TITLE: _____

E.g. Mr, Miss, Dr, e.t.c.

DATE OF BIRTH: _____

Please give an approximate age if date of birth is not known, or the time in which the group or organisation has been established for.

ADDRESS: _____

IF YOU DO NOT KNOW THE NOMINEES ADDRESS, EMAIL AND TELEPHONE, PLEASE PROVIDE AT LEAST ONE METHOD OF CONTACT.

POST CODE: _____

EMAIL: _____

TELEPHONE: _____

PLEASE NOTE THAT THE NOMINEES INFORMATION WILL ONLY BE STORED FOR THE DURATION OF THE HONOURS, UNTIL THE CEREMONY HAS BEEN PERFORMED. THEIR DETAILS WILL NOT BE USED FOR ANY OTHER PURPOSES OTHER THAN TO CONTACT THEM DURING THE NOMINATION PROCESS. THEIR DETAILS WILL BE STORED SAFELY AND SECURELY IN COMPLIANCE WITH GDPR LEGISLATION.

1. PLEASE STATE IN THE BOX BELOW WHY THE NOMINEE(S) SHOULD BE CONSIDERED FOR AN AWARD AND ANY ACHIEVEMENTS THAT SHOULD BE RECOGNISED:

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2. PLEASE DESCRIBE THE BENEFITS THAT THE NOMINEE(S) ACTIONS HAVE HAD ON THE FIELD THEY HAVE EXCELLED IN, SUCH AS THE COMMUNITY OR ANOTHER'S LIFE:

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3. PLEASE LIST ANY OTHER WAYS IN WHICH THE NOMINEES CONTRIBUTIONS HAVE BEEN RECOGNISED ELSEWHERE, SUCH AS ANOTHER AWARD OR ON SOCIAL MEDIA IF POSSIBLE - leave blank if not applicable (PLEASE ATTACH EVIDENCE WHERE POSSIBLE):

<ul style="list-style-type: none">••••••••••
