



# **Manawatu District Community Honours Award**

## **Guidelines & nomination form**

**Nominations close at 4 pm, 30th June annually**

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# Guidelines for Completing the Nomination Form and Supporting Information

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## Nomination Form

It is important that nominators provide as much information as possible about your nominee. In particular, an explanation of what their contribution has been in the following areas:

- ☆ Community Services
- ☆ Welfare
- ☆ Sport
- ☆ Culture
- ☆ The Arts
- ☆ Recreation
- ☆ Education

Nominators should always assume that the person nominated is not known to the members of the Community Funding Subcommittee. They can only judge from the material placed before them so the more information you are able to provide the better.

Please note the information supplied with the nomination will be used in preparing a citation.

## Frequently asked questions

### **Should the nominee know they are being nominated?**

It is preferable that the nominee is unaware of the nomination to avoid possible disappointment as well as to have an element of surprise.

### **Unsuccessful nominations**

If a nomination is unsuccessful, you may submit the nomination in the following or future years. Unsuccessful nominations, or details of the people who nominated them will not be made public nor will the person nominated be advised of their nomination.

### **Are nominators told if their nomination is successful or not?**

Yes! Nominators will receive a letter advising whether the nomination has been successful after the Community Funding Subcommittee has made its decision.

For further information please download a copy of the Manawatu District Community Honours Award Policy from [www.mdc.govt.nz](http://www.mdc.govt.nz).

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## Supporting Information

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**A summary of the nominee's voluntary work and supporting information must be attached. Ensure that you cover each of these points:**

1. Detail all of the organisations the nominee is involved with in a voluntary capacity, together with a description of the type of work undertaken. It would be helpful where possible to have actual start and end dates, or whether the person is still involved in this area of activity.
2. A testimonial from each organisation, on official letterhead, should be included.
3. Tell us about how the nominee does their work. What is special about what this nominee brings to these organisations? Please comment particularly on their:
  - initiative and creativity
  - effectiveness of work
  - utilisation of resources
4. Please tell us about the impact of the nominee's work in the Manawatu District.

### **Completed nomination forms**

Please send or deliver the completed nomination form and attachments (marked CONFIDENTIAL) to:

**Maria Brensell  
Executive Officer—Mayor  
Manawatu District Council  
Private Bag 10 001  
Feilding 4743**

**All nominations must be received before 4pm on the 30th June annually**

# Nomination for Manawatu District Community Honours



Please read the accompanying guidelines before completing this form by clearly printing or typing the following details about the person you are nominating.

## DETAILS OF NOMINEE

Please clearly print or type the following details about the person you are nominating:

<b>First name</b>	
<b>Middle names</b>	
<b>Last name</b>	
<b>Title e.g. Mr, Mrs, Miss</b>	
<b>Address</b>	
<b>Telephone</b>	

# Details of person making the nomination

## First nominator

<b>First Name</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Name of Organisation and position held</b>	NB If the nomination is made on behalf of an organisation, two executive officers are required to sign the nomination form
<b>Signature</b>	I confirm that the information provided in support of this nomination is true and correct, and the work stated has been undertaken by the nominee in a voluntary capacity.
<b>Date</b>	

## Second nominator

<b>First Name</b>	
<b>Last Name</b>	
<b>Address</b>	
<b>Telephone</b>	
<b>E-mail</b>	
<b>Name of Organisation and position held</b>	NB If the nomination is made on behalf of an organisation, two executive officers are required to sign the nomination form
<b>Signature</b>	I confirm the information provided in support of this nomination is true and correct, and that the work stated has been undertaken by the nominee in a voluntary capacity.
<b>Date</b>	