

COMMUNITY SERVICE AWARDS 2019

ABOUT THE AWARDS

There are a host of people throughout our community who work quietly away, without pay and with precious little recognition, to make our communities better places to live.

Their commitment is unstinting; their generosity and dedication is unquestionable.

The Wellington Indian Association (WIA) created the Community Service Awards as a way to recognise and acknowledge contributions these individual member or group of members for their selfless work or services rendered. They are a way of giving some well-deserved recognition to these unsung heroes of our community.

These awards are an annual affair and it gives us an opportunity to make sure they are rewarded with the thanks they deserve for the outstanding service they have given on behalf of our community in a variety of activities.

So how do we find out about these wonderful people?

Through you.

If you know of individuals or groups that you think deserve recognition for all their hard work, you can nominate them for a Community Service Award. Nominators can nominate up to 2 worthy people each year.

THE SELECTION PROCESS

After the closing date, the Life Membership Committee meet to evaluate the nominees and their contributions.

Recipients of the awards are finalised, and all nominations are dealt with on a confidential basis. No correspondence will be entered into once the recipient list is finalised.



The Wellington Indian Association is seeking nominations for the 2019 Community Service Awards.

NOMINATIONS

In October each year, the Wellington Indian Association calls for nominations from the public for the community awards. Nominators must be members of the Wellington Indian Association to qualify.

Please use the nomination form when nominating someone for an award and be sure to post or deliver them to:

Wellington Indian Association
Community Service Awards
C/- Life Membership Committee Chair
PO Box 14-480
Kilbirnie
Wellington 6241

Nominations must be received by the last working day of February each year.

Nominators can nominate up to 2 people each year.

If nomination is declined, the nominee can not be resubmitted for a further two years, and then only if additional information is provided.



HOW IT WORKS

- Any individual can be nominated for the Community Service Award.
- The nomination form must be signed by two nominators and both nominators be current members of the WIA. They should be aware of the details of the nomination.
- Any community organisation, club or society may make a nomination. Two executive officers of the organisation should sign the nomination and record their title of office.
- Letters of support or evidence supporting the work can also be submitted with the nomination. It is essential to supply as much detail as possible to support the nominations. Nominations without service details and an official form will not be considered.
- The length of service shall be considered alongside the nature of the work undertaken.
- Community Service Award nominations are considered and decided by the Life Membership Committee of the Wellington Indian Association.
- Individuals shall be eligible to receive only one Community Service Award.
- Community Service Awards are presented to recipients at a function held by the Wellington Indian Association.

In submitting a nomination, be sure to provide as much information as possible. **Be sure, in particular, to supply specific details and evidence as to the nature and extent of a nominee's service.** Such details will, ideally, include a list of positions held by the nominee, in either a professional or a voluntary capacity, along with details as to how the nominee has contributed to improving the lives of others in the Indian and wider communities. A character reference is not required.

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Nomination form

Completed nomination forms must be returned no later than 5pm Thursday 28th February 2019 to:

Wellington Indian Association
Community Service Awards (CSA)
C/- Life Membership Committee Chair
PO Box 14 480
Kilbirnie
Wellington 6241



Name of person being nominated:

Mr / Mrs / Miss / Ms / Other (please circle one)

First name: _____ Surname: _____

Address: _____

Phone number: _____ Email: _____

Organisation (if applicable): _____

Nominee's Consent

I give consent to be nominated and be considered for this award:

Nominee's Signature

Date

Nomination submitted by (must be signed by two current WIA members):

Nominations with only one nominator will not be eligible for consideration.

First name: _____ Surname: _____

Address: _____

Phone number: _____ Email: _____

Membership ID _____ Organisation (if applicable): _____

First name: _____ Surname: _____

Address: _____

Phone number: _____ Email: _____

Membership ID _____ Organisation (if applicable): _____

We declare that we have read and understood the eligibility criteria for submitting a nomination for the Community Service Award and that we are both current financial members of the Wellington Indian Association. We hereby declare that all other information that we have listed on this form is true and correct.

Date __/__/20__

Checklist - make sure you have completed the following:

- Nominators are members
- Two nominators have completed and signed this form
- Complete information has been collated and attached
- No more than 2 nominations by each nominator
- Nominees consent obtained
- Nominee's photo included
- Return your nomination form to the address provided above

Signature of nominator 1

Signature of nominator 2

Nomination form - Tell us why your nominated person deserves a Community Service Award

Reasons for your nomination:

Where is the majority of volunteer work done? e.g. which organisation and group (WIA, Wellington Indian community group, wider Indian community – please name all that applies)?

How long has the nominee been involved in the named activity/service?

Year	Organisation	Length of service	Service/Activity

How and who in the community has benefitted from the nominee's activity/service?

Please add more information on a separate sheet of paper and attach to the nomination form.

What extraordinary thing have they achieved or been doing?	
What contribution has nominee made to each area named above?	
What: <ul style="list-style-type: none"> - positive change have they made? - What are their key achievements (<i>not tasks or roles</i>), which made a long-lasting impact? - Have they created a long-lasting legacy or a long-term benefit? For the WIA, and/or the people in the Indian community/group.	

Supporting information. *It would be helpful to include any additional information from other people. Letters of endorsement are not essential but can help. Please do not send character or personal letters.*
