



# WITNEY TOWN COUNCIL

## NOMINATION FOR OUTSTANDING CITIZEN OF THE YEAR AWARD

### GUIDANCE NOTES

#### 1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the Town Clerk at the address given overleaf.

#### 2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

#### 3 NUMBER AND TYPE OF AWARDS

Awards are given to people from all walks of life and all sections of society who have made a difference to their community. There is no age factor in the Awards – someone of 16 may well be as deserving of recognition as someone of 86.

The number of awards available is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that an award will not automatically follow a submission.

#### 4 TIMING OF NOMINATIONS

The deadline for the receipt of nomination forms is announced annually on the website.

#### 5 CONFIDENTIALITY

All nominations for awards are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

#### 6 SUPPORT LETTERS

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

#### 7 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.