



## **Civic Honours Awards for Voluntary Community Service in Invercargill City District (which includes Bluff)**

The following conditions and guidelines apply to nominations in respect of Civic Honours Awards:

1. Any person who has carried out meritorious voluntary service in Invercargill City District in one or more of the following categories:
  - Recreation
  - Youth Activities
  - Social Welfare
  - Educational Services
  - Cultural Services
  - Religious Affairs
  - Community Affairs

is eligible for nomination by any two citizens of Invercargill.

2. Bona fide organisations, associations, societies or clubs may make nominations – if any such group nominates more than one person for consideration, a statement clearly indicating the respective ratings of the nominees should accompany the nomination form submitted. Two Executive Officers of the nominating organisation, association etc are required to sign the nomination form and record the titles of their office alongside their signatures.
3. Information given concerning nominees needs to include sufficient detail in respect of the merits of nominees so that the Selection Panel appointed to decide the recipients of Civic Honours Awards may exercise its function with a full cognisance of the qualifications of the nominees. It is emphasised that details sought are not merely those of offices held. Information should be supplied concerning actual work or activities carried out. Information supplied will be confidential to the Selection Panel, with the exception of that received in respect of the successful nomination. The canvassing of any Councillors or Committee members may lead to the rejection of a nomination.
4. Nominations for Civic Honours Awards should be forwarded to:

Michelle Chapman  
Invercargill City Council  
Private Bag 90104  
INVERCARGILL 9840

no later than 5.00 pm on **Friday 3 June 2016**.

The decisions of the Selection Panel shall be final and binding.

Tim Shadbolt  
**MAYOR**



# Nomination - Civic Honours Award for Voluntary Community Service in Invercargill City District

(Please refer to attached guidelines for conditions)

## NOMINEE:

Full Name of Nominee \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Occupation \_\_\_\_\_

Date of Birth        /        /               Place of Birth \_\_\_\_\_

## NOMINATOR:

First Nominator \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Second Nominator \_\_\_\_\_

Address \_\_\_\_\_

\_\_\_\_\_

Telephone Number \_\_\_\_\_ (home) \_\_\_\_\_ (work)

Type(s) of Community Service

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Qualifications**

Please record full qualifications of nominee on next page.

**(Signature of persons or Executives of organisation submitting nomination)**

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Signature

Date \_\_\_\_/\_\_\_\_/\_\_\_\_



