

# HUTT CITY COUNCIL



## MAYORAL CITATION FOR OUTSTANDING YOUTH LEADERSHIP WORK

NOMINATION FORM

AND

GUIDANCE NOTES



Nominations close at 5pm on Wednesday 31 August 2011

# **GUIDANCE NOTES FOR THOSE MAKING A NOMINATION**

## **WHO CAN BE NOMINATED**

The Mayoral Citation is for young people between the ages of 15 and 25 who have carried out outstanding youth leadership work. The emphasis should be on the degree to which the young person has been actively engaged in their community. Outstanding youth leadership work is recognised by a Mayoral Citation. Service for which payment is received, or professional services given, will not be considered.

## **WHO SHOULD MAKE THE NOMINATION**

Any two persons of any organisation, association, society, club or school may make a nomination by completing a nomination form and forwarding it the below address.

It is not necessary to obtain prior consent of the young person being nominated before submitting a nomination. If the nomination is successful, the young person will then be contacted to ask whether he or she wishes to accept the Mayoral Citation. It is preferable that the nominator does not contact the nominee.

## **CAN A DECEASED YOUNG PERSON BE NOMINATED?**

No. In the case of the Mayoral Citation the nominee is required to indicate his or her acceptance of the Mayoral Citation. Deceased young persons are unable to indicate their acceptance.

If, however, the nominee dies after the decision has been made but before it is announced, the Mayoral Citation will be announced with a notation to the effect the Mayoral Citation was given prior to the date of decease. The appropriate certificate will be issued in due course to the next of kin.

## **SPECIAL CIRCUMSTANCES**

In special circumstances, the Mayor and Councillors may make a Mayoral Citation to a young person who lives outside the city boundaries, provided the outstanding voluntary service concerned has been wholly or predominantly carried out within Hutt City.

## **WHO DECIDES WHO SHOULD RECEIVE A MAYORAL CITATION?**

The Mayor and Councillors.

**Nominations close at 5pm on Wednesday 31 August 2011**

## **HOW TO COMPLETE THE NOMINATION FORM**

Please complete the nomination form 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.

The following should *not* be submitted: original documents, testimonials and references that do not relate to the nomination, books, videos, tape recordings and photographs.

## **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 or on its progress while it is under consideration.

## **UNSUCCESSFUL NOMINATIONS**

Unsuccessful nominations, or details of the people who nominated them, will not be made public. The decision of the Mayor and Councillors is final and binding. Correspondence will not be entered into.

## **COMPLETED NOMINATION FORMS**

Please send or deliver the completed nomination form and attachments to:

Catrina Millar  
Executive Assistant to the Mayor  
Mayoral Office  
Hutt City Council  
Private Bag 31 912  
30 Laings Road  
Lower Hutt 5040



For further information, please contact:

Catrina Millar  
Telephone 570 6846  
Facsimile 566 7027  
E-mail: [catrina.millar@huttcity.govt.nz](mailto:catrina.millar@huttcity.govt.nz)

**Nominations close at 5pm on Wednesday 31 August 2011**

# Mayoral Citation for Outstanding Youth Leadership Work

## NOMINATION

Please read the accompanying guidance notes before completing this form. This form will remain confidential once completed and returned to Hutt City Council.

## NOMINEE

First Name:	
Last Name:	
Title eg Mr, Mrs, Miss	
Address:	
Telephone:	

**Nominations close at 5pm Wednesday 31 August 2011**

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Mayoral Citation.

# Mayoral Citation for Outstanding Youth Leadership Work

## THE RECOMMENDATION

Please set out the precise reasons why you think the nominee deserves a Mayoral Citation. We are looking for outstanding youth leaders between the ages of 15 and 25 years inclusive. To be eligible, the recipient should have undertaken outstanding youth leadership work with an emphasis on the degree to which young people are actively engaged in their communities. It is important that you give as much detail as possible about what your nominee has achieved, which makes them stand out against others.

As a guide, you may wish to consider some of the following questions:

- How has the nominee demonstrated service outstanding youth leadership work? Worthy of recognition?
- How has the nominee's contribution impacted on a particular field, locality, organisation, group, community or school?
- Over what period of time has the nominee made a major contribution?
- Has the nominee's contribution been recognised elsewhere (eg in the media, by awards, interest groups)?

Continue overleaf if necessary. If the nomination is successful, background information from this section may be used in association with the announcement on any award granted.

---

---

---

---

---

---

---

---

**Nominations close at 5pm Wednesday 31 August 2011**

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Mayoral Citation.





# Mayoral Citation for Outstanding Youth Leadership Work

## DETAILS OF PERSONS MAKING NOMINATION

First Name:	
Last Name:	
Address:	
Telephone:	
E-mail:	
Name of Organisation: <i>(if applicable)</i>	
Relationship to Nominee:	
Signature:	
Date:	

Please send this form and any enclosures to:

Catrina Millar  
Executive Assistant to the Mayor  
Mayoral Office  
Hutt City Council  
Private Bag 31 912  
LOWER HUTT 5040

**Nominations close at 5pm Wednesday 31 August 2011**

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Mayoral Citation.