

Christchurch **Civic Awards** **2023**

Nomination guide and form



Nomination guide

Each year our city benefits from the service of volunteers and others who go above and beyond the call of duty for Christchurch, its people and its environment.

We recognise these valued contributions with our annual Civic Awards.

Is there a person, group, or business you would like to nominate? Nominations are open now for the 2023 Civic Awards.

Who can be nominated?

Anyone, and any organisation or business, which does significant work, usually of a voluntary nature, to benefit Christchurch. A nominee can be any age and does not have to be living in Christchurch.

Who can make a nomination?

Anyone who lives in Christchurch can make a nomination. If you want to nominate someone you will need two other people to support your nomination and you will all need to sign a form.

If an association, club, society or business is making a nomination you'll need to include the names, job titles and signatures of three executive members. If possible, the nomination should be endorsed by the organisation at a formal meeting and recorded in the minutes.

A person can't nominate himself/herself, or have someone else nominate him/her. Similarly, an organisation can't nominate itself or an office-bearer of that organisation.

How do I make a nomination?

See our online form at ccc.govt.nz (Search: Civic Awards). The form is downloadable and printable. It can be completed online **but you will need to print it for you and other nominators to sign**. The form is also available from any of our service centres or libraries.

Please provide all the information requested in the form. We will not consider your nomination if your form is not complete.

Your nomination needs to be with us by **5pm on Monday 31 July 2023**.

What information do I need to provide?

Full contact details will be needed for you and the other nominators, and for the nominee. You will also be asked for other information that will help the selection committee make a decision.

Do I need permission from the nominee?

No. Anyone nominated for an award will have the opportunity to accept or decline the award. They will also be told that you nominated them.

What if the person I want to nominate has died?

If a person has died within 12 months of the closing date for nominations they may still be nominated.

Are there awards for work that benefits only part of the city?

Yes. These are Community Service Awards. Please contact one of our service centres or a member of the relevant community board for more information.

How are nominations judged?

A Committee of Christchurch City Council elected members considers the nominations and presents a shortlist for the full Council to approve.

How will I know if my nomination is successful?

We will let you know. If your nominee has agreed to accept an award, someone will call you to discuss the nomination. A list of award winners will be published on Newsline at ccc.govt.nz/newsline and in newspapers.

What can I do if my nomination is not successful?

You are welcome to make a fresh nomination next year, if you have new information to include.

When are the awards presented?

Civic Awards are presented by the Mayor on behalf of the Council at a ceremony in the Town Hall towards the end of the year.

What if my nominee has already received an award?

If the nominee already has a Civic Award they cannot receive another, even if it is for something different.

Who can I talk to about the Civic Awards?

If you'd like to discuss something, please contact:

Milinda Peris
Civic and International Relations
Christchurch City Council

☎ 03 941 8251

@ milinda.peris@ccc.govt.nz

Christchurch Civic Award Nomination Form 2023

Our Civic Awards recognise the service of volunteers and others who go above and beyond the call of duty for the benefit of our city, its people and its environment.

Please read the Christchurch Civic Award Nomination Guide before completing this form.

I _____ **nominate** _____
(Your name) (name of person/organisation you wish to nominate)

for a Christchurch Civic Award in recognition of:

(summary of service – main activity or service to be recognised)

Information about the person/organisation you are nominating:

Address: _____ **Postcode:** _____
(street address – no PO Box number)

Phone: _____ **Email:** _____

Occupation: _____

1. What has this person or organisation done to make them worthy of an award?

(If space is insufficient, please attach an A4 page to this form).

2. What did the person or organisation do to make this project, event or activity possible?

(If space is insufficient, please attach an A4 page to this form).

3. How much time has the person or organisation spent on this and what other resources have they provided?

(If space is insufficient, please attach an A4 page to this form).

4. What is the benefit to Christchurch from this? (If space is insufficient, please attach an A4 page to this form).

5. What groups have benefited? (If space is insufficient, please attach an A4 page to this form).

6. Is the nominee related to you?

Yes No If yes, what is your relationship to the nominee? _____

7. Is the nominee your employer or your manager?

Yes No

8. Has the person or organisation already received recognition for this?

Yes No Don't know

Nomination submitted by: (Must be signed by you and two others who know the nominee)

1. Your name: _____
(First Name) (Surname)

Address: _____
(Number, street, suburb, city/town, postcode)

Phone number: _____ Email: _____

I confirm that I have prepared this nomination and that the facts presented are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

2. Supporter name: _____
(First Name) (Surname)

Address: _____
(Number, street, suburb, city/town, postcode)

Phone number: _____ Email: _____

I confirm that I have read this nomination and agree that the facts stated are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

3. Supporter name: _____
(First Name) (Surname)

Address: _____
(Number, street, suburb, city/town, postcode)

Phone number: _____ Email: _____

I confirm that I have read this nomination and agree that the facts stated are true and accurate to the best of my knowledge.

Signature: _____ Date: _____

Please tick how you found out about the Civic Awards:

- Facebook Online ads The Star newspaper The Press newspaper E-Newsletter Word of mouth
 Poster NZ messenger Radio Other _____

Please ensure we receive your completed form
by 5pm on Monday 31 July 2023.

You can post it to:

Civic Awards
Civic and International Relations Coordinator
Christchurch City Council
PO Box 73016
Christchurch 8154

Or leave it with reception at the Civic Offices,
53 Hereford St, Christchurch.

