



Mayor's Award for Service to the Community

The Mayor of Guildford
Councillor Nigel Manning

will present this award to recognise individuals and groups
who have done exceptional work in their community
to improve the lives of others or foster good relationships.

The award aims to recognise and encourage
positive community working within the Borough of Guildford.



Kindly sponsored by The County Club

Guidelines

The Mayor's Award for Service to the Community recognises individuals and groups who have made an exceptional contribution to their community by improving the lives of others or fostering good relationships.

You can see previous recipients at:

www.guildford.gov.uk/mayorsawardforservicetothecommunity

These guidelines are to assist those who are making nominations.

Nominees must live or be based in Guildford Borough or their contribution must improve the quality of life of residents within the borough. Usually the contribution is made on a voluntary basis and not in connection with a person's paid employment.

The nomination form is deliberately brief and simple to complete as we do not require lengthy submissions.

The following provide an idea of how nominations will be assessed and you should consider these when completing the form:

1. What activities has the nominee undertaken?
2. Where do the activities take place and where do the beneficiaries come from?
3. How long has the nominee been undertaking those activities?
4. How often do the activities take place and how much time does the nominee devote to them?
5. How do the activities improve the community or the quality of life of its residents?
6. How many and what groups of people (e.g. older or younger residents) benefit from the activities?
7. How do the activities contribute to meeting local needs?
8. What personal strengths and skills does the nominee bring to their role?

You can complete the form online at: www.guildford.gov.uk

or you can return completed forms to: The Civic Secretary

Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB.

Nomination forms must be received by Wednesday 28 February 2018.

The Mayor will present the awards on Saturday 28 April 2018
at The County Club, 158 High Street, Guildford.

If you have any questions or communication needs such as Braille or large print, screen reader audiotape, sign language or a community language, please contact us by:

- telephone 01483 444031
- email: kate.foxton@guildford.gov.uk
- textphone if you have a hearing impairment

Contact Details

Person making the nomination.

Name

Address

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Postcode

Telephone number

Email

Person or group being nominated for the award.

Name

Address

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Postcode

Telephone number

Email

Please note:

We are unable to accept any personal information that the Data Protection Act 1998 describes as 'sensitive'. Therefore, we must ask that you do not provide any of the following information about the person you are nominating, or anyone else, on the form: racial or ethnic origin, political opinions, religious or similar beliefs, trade union membership, physical or mental health or condition, sexual life, alleged or actual offences, sentences or proceedings.

The information you supply will only be used in relation to the Mayor's Award for Service to the Community and will be held by Guildford Borough Council for a maximum of two years. During this time, any information provided on this form may be shared with sponsors, judges or scheme administrators in order to assess the nominations. Details may also be passed to or published in the media for publicity purposes.

Your nomination

Using the guidelines to help you, please complete the following.

What activities has the nominee undertaken, where do these activities take place and for how long has the nominee undertaken them?

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How often do the activities take place and how much time does the nominee devote to them?

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How many and what groups of people benefit from the activities?

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How do the activities improve the community or the quality of life of its residents?

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What personal skills and strengths does the nominee bring to their role?

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