



Mayor's Award for Service to the Community

The Mayor of Guildford
Councillor Dennis Booth

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 people and organisations who have gone above and beyond to serve the community and who have made a significant difference to the lives of our borough's residents.

- Mayor's Awards are given to recognize individuals or groups who have gone above and beyond to serve the community. We are looking for people who have made an outstanding contribution to life in Guildford.
- Mayor's Awards are given to recognise people who live or work in the borough, or organisations that are based and operate within the borough.
- Mayor's Awards can be awarded for paid or unpaid (voluntary) work. However, if you do nominate someone/an organisation for paid work, you must demonstrate how they have gone above and beyond what is typically expected from their job role. If you submit a nomination for someone which simply describes their job role, the nomination may not be eligible for a Mayor's Award.
- Mayor's Awards cannot be awarded posthumously or to organisations that are no longer in operation. An individual/organization cannot win a Mayor's Award more than once, so please do not make nominations for people who have previously been given a Mayor's Award.

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 Mayor's Office
Guildford Borough Council, Millmead House, Millmead, Guildford, GU2 4BB.

Nomination forms must be received by Friday 3rd February 2023

Successful nominees will be invited to attend an awards event, to be held in April 2023.

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: civicsecretary@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 2018 describes as 'special category'. 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.

For more information regarding data protection please visit: www.guildford.gov.uk/privacy

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? 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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Please provide a summary of the nominee's contribution to the local community (no more than 500 words) which will be presented to successful recipients, along with their certificate.

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