



For young people who  inspire the lives of others

Diana Anti-bullying Award

How to guide..!

This "how to.." guide will help you complete the nomination form and assist you in providing the information we require.

Who can I nominate?

You can nominate up to 6 individuals for an individual award

If you are nominating a group of 7 or more this will be classed as a group nomination. Please remember to give us the name of the group you are nominating, the number in the group, number of boys and girls. Please note that the maximum group size is 30.

Now looking at the questions on the nomination form, here are some bullet points to assist you. Remember, the more information and evidence you include the better chance your nomination has of being approved.

1. Describe the activity and what the young person have achieved.

- ★ We are looking here for information about what the nominee(s) have done and how they have helped to tackle bullying in the school or community.

2. What makes the nomination outstanding?

- ★ You need to describe what it is about these nominee(s) that makes them outstanding.
- ★ What is it about these nominee(s) that make them an inspiration to others and sets them apart from the rest?
- ★ How have they gone the extra mile for others?
- ★ In addition you need to tell us how this achievement exceeds what is normally expected of young people of the same age or those in similar personal or social circumstances

3. How has their work improved the lives of others and/or the community?

- ★ What we are looking for here is a description of the impact of the nominees' work and the effect on the lives of others and/or the community.
- ★ Please do tell us how the nominees have become a force for good within the organisation.

- ★ Be sure to explain who has benefitted from the young person and how they've benefitted. Here you can include written or anecdotal evidence from people who have benefitted. For example, a young person who has been mentored by the young person, a parent of a young mentee that has seen a difference in their child, a professional from a community group or organisation that the young person volunteers for.

4. What training did the nominee(s) receive and how have they been supported during the activity?

- ★ Please talk here about how the young people were trained and over what period of time.
- ★ Please tell us about any outside agencies you worked with
- ★ Please tell us about any structures or policies that you have in place. For example, rotas, confidentiality agreements, any regular meetings that take place etc.
- ★ Please give details about how the staff in your organisation support and work with the young people.

5. For how long has the activity/achievement been taking place?

- ★ Please give details about the length of time that the young person has been doing the activity
- ★ We are looking for evidence of sustain activity and not one off activities. We expect the nominee(s) to have been doing this work for at least 6 months.

6. Nominations Committee

- ★ Please provide the names of 4 people who will endorse your nomination. We require this as evidence of the consultation process you use within the organisation. Please note that the nomination cannot be processed unless you provide these 4 names.

7. The Checklist

Before submitting your nomination it is important to check that you have provided all the information we need. For example:

- ★ Have you included the names of the nomination committee?
- ★ Has the Chair of the Nominations Committee signed the form?
- ★ Whether a group or individual nomination, please give us full details of each nominee(s) age, sex and ethnicity
- ★ Have you included documentary evidence where relevant and possible?

