



For young people who  inspire the lives of others

Certificate of Excellence

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. Please give us the names, ages, sex and ethnicity of each individual you are nominating.

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.

Nominations Committee

- ★ Please provide the names of at least 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.

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. Please tell us about the group you are nominating?

- ★ Tell us about how the group got together
- ★ Please describe the work that the group does.
- ★ Please tell us about the contribution they've made to their school or community.

2. For how long has the group been engaging in its activities

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

3. Tell us how the group's activities are exceptional

- ★ You need to describe what it is about the group that makes them exceptional.
- ★ 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?
- ★ How are they a force for good within your school or organisation?

4. How have other people benefitted from the group's activities?

- ★ Please explain who has benefitted from the groups activities and how they have benefitted.
- ★ Please tell us what impact the group has had upon the school or organisation.
- ★ In addition you need to tell us how the group's activities and achievements exceed what is normally expected of young people of the same age or those in similar personal or social circumstances

5. What help or support has the group received whilst carrying out their outstanding activities?

- ★ Please tell us here whether the group initiated the activities themselves.
- ★ How much of the work have they undertaken as a result of their own efforts?
- ★ Have they received any support from members of staff within your school or organisation?
- ★ If they have, what kind of support have they received?

6. Please provide testimonials from people who have benefitted from the group's activities

- ★ Be sure to explain who has benefitted from the group's activities and how they've benefitted.
- ★ Please include written evidence from people who have benefitted. For example, a young person who has been mentored by a member of the group, a parent of a young mentee that has seen a difference in their child, teachers or staff within the school or organisation that have benefitted from the group's activities, a professional from a community group or organisation that may have received a service or funds from the group.
- ★ Please note that your nomination will not be considered without this evidence.

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 nominations committee?
- ★ Have you as the nominator signed the form?
- ★ If you are nominating up to 6 individual young people please give us full details of each nominee(s) age, sex and ethnicity. Please be sure these are spelt correctly and clearly.
- ★ If you are nominating a group please give us the name of the group, number in the group, number of males and females in the group. Please ensure that the group name is spelt correctly and clearly.
- ★ Have you included testimonials from people who have benefitted from the group's activities?
- ★ PLEASE NOTE THAT YOUR NOMINATION CANNOT BE CONSIDERED WITHOUT ALL THIS INFORMATION.