



For young people who  inspire the lives of others

Diana Award

How to guide..!

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

1. Tell us how the nominee has made an outstanding and selfless contribution to their community, friends and/or family.

- ★ What has the young person done?
- ★ What is it about the nominee and what they’ve done that makes them outstanding

2. Tell us how the nominee’s personal contribution to the activity has been made over a sustained period and detail their commitment.

- ★ How long has the nominee been doing this work?
- ★ How committed has the nominee been?
- ★ How much time have they given to the activities you are nominating them for?

3. Tell us how the nominee’s contribution is over and above what would be expected of their peers

- ★ Tell us whether the nominee initiated the activities, and how much of the work took place as a direct result of their own efforts.
- ★ If others have been involved, please explain why you have chosen to nominate this young person.
- ★ If you are nominating a prefect, a peer mentor or a school council member (a) were they elected by their peers or by staff? (b) what is normally expected as part of a role like this. Once you have addressed these points you will be in a position to tell us what it is about the nominee that is exceptional.
- ★ Are they expected to do community work at any point during their school career? If so, how has the nominee gone the extra mile?

4. Please tell us how the nominee has demonstrated exceptional personal qualities and detail what these are.

- ★ This is the space you have to talk about the nominee and what kind of person they are.
- ★ We want to hear about all their personal qualities
- ★ What kind of skills does the nominee have?
- ★ What is it about the person that makes them an inspiration?

5. Please tell us how the nominee has acted as a positive role model for others.

- ★ Be sure to explain who has benefited from the nominee and how they've benefitted.
- ★ What do staff and young people think of the young person.
- ★ What example do they set for other young people?
- ★ How have they influenced others and also the culture of the organisation
- ★ How has the person become a force for good within the organisation?
- ★ How are the nominee's personal qualities that makes them an inspiration to others?

6. Testimonials and Evidence

Please provide 3 testimonials with your nomination on separate sheets.

(a) TWO of these need to be written statements from other adults who know the young person in a professional capacity. You must give their name, position, address and signature and indicate how long they have known the nominee.

(b) ONE needs to be from someone who has benefitted from the nominee's activities.

Please note that your nomination will not be considered without this evidence.