



NOMINATION FORM FOR INDIVIDUALS

PLEASE COMPLETE THIS FORM IN BLOCK CAPITALS. Deadline: End of May and Mid November annually, exact dates can be found on our website. If you have any questions or require any help completing this form, please call us on 0845 337 2987 or see the application guide on our website – www.diana-award.org.uk.

ORGANISATION DETAILS

ORGANISATION NAME:

Type of school: Secondary Special Maintained Independent International

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Telephone:

Fax:

Email:

Name of LEA/EA/ELB (UK only):

CATEGORY

Please tick the category you are nominating your nominee for below. *Please tick only one box.*

Diana Anti-Bullying Champion

Diana Active Campaigner

Diana Champion Fundraiser

Diana Champion Volunteer

Diana Courageous Citizen

NOMINEE'S DETAILS

Please provide the nominee's details below.

NAME OF NOMINEE:

Date of Birth: Male Female

Ethnic Group (*please specify*):

ABOUT THE NOMINEE

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Home Telephone (*including all regional and international dialling codes*):

Email address (*for Diana Award correspondence*):

School attended (*if not as stated above*):

Type of school: Secondary Special Maintained Independent International

IS YOUR NOMINEE

Please tick all that apply.

a) In local authority care?

b) A refugee or asylum seeker?

c) Registered disabled?

d) A member of a travelling community?

e) Not in full-time education, training or employment?

(f) Other please specify

Please note these questions are optional, and all answers will be treated with the strictest confidence.

QUESTIONS

ABOUT THE NOMINEE:

1. Please tell us about your nominee.

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2. Please tell us what exceptional personal qualities and skills the nominee has and demonstrate how these relate to this nomination.

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3. Would you describe your nominee as a role model? If yes, please tell us why. If no, please explain further.

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ABOUT THEIR SERVICE:

4. Addressing your chosen category, tell us what selfless activity or service the nominee has done for their school, community, friends or family that is worthy of recognition.

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5. Over what period of time has the nominee made this commitment? (*Minimum commitment required is 10 to 12 months*).

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6. Please outline the impact that the nominee has had on the lives of others; demonstrating how this is over and above what would normally be expected of their peers.

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7. Testimonials: Please attach three testimonials to your nomination, each on a separate sheet.

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

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

Each testimonial should be no less than 150 words.

ABOUT YOU

We would be grateful if you could tell us a little about yourself, and how you heard about the Diana Award.

Name: (Mr/ Mrs/ Ms/ Miss/ Dr/ Other)

House number and street name:

Town:

State, Province or County:

Country:

Post or Zip code:

Telephone:

Email:

Professional title:

Relationship to nominee:

How long have you known the nominee?

Your signature:

I confirm that, to the best of my knowledge the nominee has not engaged in the activities described in expectation of this or any other award (*please tick*)

MARKETING INFORMATION

How did you find out about the Diana Award? Please tick: Mailshot Fax Email Conference

Local press National press Advert Word of mouth Existing Award Holder(s)

Other (*please specify*)

IMPORTANT: Nominations must be submitted on this form, or online at www.diana-award.org.uk. Please feel free to enclose any other supporting information, including photographs. We will inform you of the outcome of your nomination approximately four weeks after the nomination deadline, exact dates can be found on our website.

If this form is incorrectly completed, or lacking information, we will ask you to resubmit it. If an application is uncorrected by the nomination deadline, it will be rejected. If your nomination does not appear to meet our criteria or standards, we will inform you of our decision and reasons for rejection. An impartial selection panel will make the final decision on each accepted nomination. The closing deadlines are May and November annually, exact dates can be found on our website – www.diana-award.org.uk.

CHECKLIST

Before you send us your nomination, please check you have done the following:

Signed the form and provided your contact details

Completed each question on the nomination form

Included three testimonials: two from adults who know the nominee in a professional capacity plus one from someone who has benefited from the nominee's work

Entered the nominee's name and details clearly and correctly

Included any other documentary evidence (*where relevant/possible*).

COMPLETED FORMS SHOULD BE RETURNED TO:

NOMINATIONS, Diana Award, 20 Buckingham Street, London, WC2N 6EF or emailed to nominations@diana-award.org.uk.

THE DIANA AWARD

Registered office: Diana Award, 20 Buckingham Street, London, WC2N 6EF Tel: 0044 (0)845 337 2987

Fax: 0044 (0)20 7930 7183 Web: www.diana-award.org.uk

Email (general enquiries): awards-info@diana-award.org.uk

Email (*nomination enquiries*): nominations@diana-award.org.uk

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