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**RDA VOLUNTEER OF THE YEAR GALA AWARD 2018**

**Regional & National Awards**

**Proudly Sponsored by Godolphin**

**GUIDANCE ON MAKING A NOMINATION**

**\*\*\*Please note that all nominations will be judged on the nominee's contribution(s) made during the year up to July 2018\*\*\***

**NOMINATIONS ARE INVITED FROM** RDA volunteers, participants, parents/carers, teachers, supporters and Group, County and Regional Committees.

**TO MAKE A NOMINATION** please complete Sections 1 and 2 of the form and send them to the Awards Co-ordinator (see below) by email or post. An **on-line form** and notes on writing **Citations for RDA Awards** are available on the RDA website – see below.

**Section 1. Information and contact details for the nominee and nominator**

Please note that the information given will be kept strictly confidential and used only for acknowledgements and queries and if the nominee wins a Regional Award or the National Award.

**Section 2. Reasons for Nomination and Supporting Material**

**Reasons for Nomination** – in no more than **400 words**, give as much information as you can about your nominee's **impact on RDA at Group, County, Region or National level.** Personal characteristics should be included, for example:

|  |  |  |
| --- | --- | --- |
| * organisational skills
* dedication
 | * outstanding fundraising
* reliability
 | * positive attitude
 |

**Supporting photographs**

A maximum of two photographs to support the nomination are welcome. If you send hard copies, please put the name of the nominee on the back. Please note that supporting material cannot be returned.

**CLOSING DATE FOR RECEIPT OF NOMINATIONS –** 23 July 2018.

**ACKNOWLEDGEMENTS** If an acknowledgement is not received within one week of despatch, please contact the Awards Co-ordinator (see below).

**JUDGING PROCEDURE** All nominations will be judged initially for the nominee's Regional Award and Winners will be advised by their Regional Chairman. Regional winners will be forwarded for judging for the RDA National Award.

**PRESENTATION OF THE 2018 RDA VOLUNTEER OF THE YEAR GALA AWARD** The winner will be notified no later than 1 September 2018 and will be invited to receive the award at the **RDA Gala Dinner on, Tuesday, 25 September 2018.**

**FOR FURTHER INFORMATION OR HELP, PLEASE SEE WEBSITE OR CONTACT**

 **JAN ABRAHAMS, THE GALA AWARDS CO-ORDINATOR**

**Postal address**: Mrs Jan Abrahams, "Shirley Croft", 11 Shirleys, Ditchling, Sussex, BN6 8UD

**E-mail**: jabrahams@rda.org.uk **Telephone**:01273 843273 (day, evenings and weekends)

**RDA** **Web site**: [www.rda.org.uk](http://www.rda.org.uk) – Gala Awards

**This guidance page may be retained for future reference.**

**2018 RDA VOLUNTEER OF THE YEAR GALA AWARD**

 **NOMINATION FORM**

**Please Complete Sections 1 and 2 to Make a Nomination**

**SECTION 1. Information and Contact Details for the Nominee and the Nominator**

**NOMINEE details**

|  |  |
| --- | --- |
| **Name of Nominee** |  |
| **If possible please** **-Address** **-Telephone No****-E-mail** |  |
| **Name of RDA Group** |  |
| **Any other Regional or****National Role(s) held during 2017/18** |  |
| **Approx. age of nominee:**14-30, 31-55 or 56 and above | **Click and Choose** |
| **Does your nominee know know you have submitted this nomination?**Yes or No. | **Click and Choose** |

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| **NOMINATOR details –** information required for acknowledgements and queries |
| **I am making this nomination -**On behalf of my RDA GroupAs an RDA VolunteerAs an RDA ParticipantAs a Parent/carerTeacher of a Participant**Other description** - please state | **Click and Choose** |
|  |
| **Nominator's full name and title** |  |
| **Address** |  |
| **Telephone Number** |  |
| **Email** |  |
| **Signature (not required for electronic submissions)** |  | **Date** |

**SECTION 2. Reasons for Nomination** In a **max of** **400 words** give below or on a separate sheet as much information as you can about your nominee's **impact on RDA at Group, County, Region or National level.** Personal characteristics should be included, for example:

|  |  |  |
| --- | --- | --- |
| * organisational skills
* dedication
 | * outstanding fundraising
* reliability
 | * positive attitude
 |

Please note that nominations are presented to the judges as they are submitted and marks may be lost if the content is unclear.

|  |  |
| --- | --- |
| Name of Nominee |  |
|  |

**If photographs are attached, please list them:**

|  |  |
| --- | --- |
|  | **Caption or Short Description** |
| **Photograph 1** |  |
| **Photograph 2** |  |

**Completed forms may be sent by post or email and must be received by Jan Abrahams, the**

 **RDA Gala Award Co-ordinator, by 23 July 2018 at the latest.**

**Postal address**: Mrs Jan Abrahams, "Shirley Croft", 11 Shirleys, Ditchling, Sussex, BN6 8UD

**E-mail**: jabrahams@rda.org.uk **Tel:** 01273 843273 **RDA** **Website**: [www.rda.org.uk](http://www.rda.org.uk) – Gala Awards