



Carterton **CHARLES ROOKING CARTER AWARDS 2014**

NOMINATION FORM & GUIDANCE NOTES

Nominations close at 5pm on Friday 2 May 2014





NOMINATIONS CLOSE 5PM FRIDAY 2 MAY 2014

**AWARDS DINNER
6.30PM SATURDAY 14 JUNE 2014**

THE ANNUAL CHARLES ROOKING CARTER AWARDS

The Carterton District Council's Charles Rooking Carter Awards is an annual awards programme which was created in 1994 to publicly acknowledge and celebrate the volunteer work, business innovation and achievements of members within our community.

AWARD CATEGORIES



ENZED PC SERVICES - VOLUNTARY COMMUNITY SERVICES AWARD

This award is open to any person or organisation who has carried out meritorious voluntary community service. Deserving voluntary services can fall into one or more of the following areas: social & community, services to sport and recreation, arts and cultural.



PAUA WORLD- ACHIEVERS AWARD

For an individual or organisation who have excelled in the Sporting, Cultural or Academic field.



CLASSIC HITS- BOOSTING BUSINESS AWARD (NEW)

To recognise an individual or business/organisation that lead the Carterton community showing growth, innovation, sustainability and creativity and who encourages and celebrates business excellence.



ALLFLEX - EMERGING ENTERPRISES (NEW)

For individuals under the age of 30yrs who show leadership, growth, innovation, sustainability and creativity within their industry that has a positive effect on the Carterton community.



CARTERTON NEW WORLD - BRAVERY OR STRONG ACTION AWARD (NEW)

Recognising the bravery or unselfish action/s of an individual or organisation.
i.e. local fire service, Search and Rescue (SARS) or a local citizen.



THE CHARLES ROOKING CARTER SUPREME AWARD – for life time achievement

This elite award recognises an individual for their outstanding and innovative service to others in the community over a significant time.

INFORMATION FOR THOSE MAKING A NOMINATION

WHO CAN I NOMINATE

Any person, organisation or business that fits within the six categories detailed on page three. The nominee can only be nominated for one category per application. Voluntary Community Service when payments are received, or professional services given will not be considered. A person who lives outside the district's boundaries may be nominated, as long as the services concerned have been wholly or predominantly carried out within the Carterton District. Nominations cannot be made by direct family members. The nominee is required to indicate his or her acceptance of the award.

Deceased persons are unable to indicate their acceptance so are ineligible for nomination. If, however, the nominee dies after the award has been made, but before the Awards Dinner, the award will be issued to the next of kin.

WHO CAN MAKE THE NOMINATION

Any two individuals including two members of any organisation, association, society or club can make a nomination by completing and submitting a nomination form. You are not required to obtain prior consent of the person, organisation or business before submitting a nomination. If the nomination is successful, the person, organisation or business will then be contacted by the Events Coordinator of the Carterton District Council to ask whether they wish to accept the award. It is preferable if the nominator does not contact the nominee.

WHO DECIDES WHO RECEIVES AN AWARD

The Charles Rooking Carter Committee is made up of five individuals who represent the Council, the residents, the business community and also someone from the wider Wairarapa to ensure all perspectives are covered. It is not possible to enter into correspondence on the merits of a particular nomination or its progress while it is under consideration.

HOW TO COMPLETE THE NOMINATION FORM

Please complete the nomination form carefully following the instructions in each section. It is important that the text is clear and easy to read. The judging committee relies heavily on the information that accompanies each nomination, therefore it is in the nominees interest that the information provided is of sufficient detail to enable the Committee to consider each nomination fairly. Full details should be supplied about how this person's work or activities go above and beyond the normal contribution of other residents. Both the quantity of service and quality of service are important.

PROGRESS WITH NOMINATIONS

Upon receipt of the nomination you will be sent a confirmation email within 7 working days. Nominations will then be put to the committee who will assess each nomination and select the top 2 or 3 for each category. If the application is successful we will email the nominator the week of the 12 May. The Event Coordinator will then contact the nominee to confirm that they wish to accept the nomination. Following acceptance the nominator will have the opportunity to provide further resources, videos or images that will be included in the Awards Dinner's presentations.

UNSUCCESSFUL NOMINATIONS

If a nomination is unsuccessful you will be notified the week of the 12 of May. The nominee will not be notified. You may submit the nomination in the following or future years. Unsuccessful nominations or details of the people who nominated them will not be made public. The decisions of the committee are final and binding. Correspondence will not be entered into.

ARE NOMINATORS TOLD IF THEIR NOMINATION IS SUCCESSFUL

Yes. Nominators will be contacted via email the week of the 12 of May to inform them if their nomination has been successful or not.

HOW ARE THEY TO BE AWARDED

His worship the Mayor with a guest speaker will present the awards at a fun evening Awards Dinner to be held on Saturday the 14 June at the Carterton Events Centre. This evening will provide the Carterton Community with an opportunity to recognise and celebrate the achievements, success and actions of our individuals, organisations and businesses together as the 'heart of the Wairarapa!' Each nominated finalist will be provided with at least 3 complimentary tickets for family and/or friends. Further tickets can be purchased after the 12 of May through the Carterton District Council's website or the Carterton Information Centre.

COMPLETED NOMINATION FORMS

CAN I COMPLETE MY NOMINATION ON LINE?

Yes. You can complete your nomination on line by visiting www.cartertonec.co.nz/charles-rooking-carter-awards

You can also complete nominations at www.cartertondc.co.nz.

PLEASE SUBMIT PAPER OR PDF NOMINATION FORMS AND ATTACHMENTS TO:

Shelley Paget
Events and Project Coordinator
Carterton District Council
PO Box 9
Carterton 5743

or email
shelley.paget@cdc.govt.nz

FOR FURTHER INFORMATION PLEASE CONTACT

Shelley Paget
Events and Project Coordinator
Carterton District Council

PH: 06 3794088
CELL: 027 222 6822
EMAIL: shelley.paget@cdc.govt.nz

2014 CHARLES ROOKING CARTER AWARDS NOMINATION

Please read the accompanying guidance notes before completing this form. All details on this form will remain confidential once completed and returned to the Carterton District Council.

NOMINATION

Please clearly print or type the following details about the person, organisation or business you are nominating. You **MUST** ensure that all sections of this form are completed or we will be unable to consider your application.

NOMINEE

Full Name:	Title: Mr / Mrs / Miss
Business/Organisation:	
Address:	
Telephone:	
Email:	

CATEGORIES OF AWARDS

Please indicate the category under which you believe the nominee qualifies:
Only one may be selected

- ☐ ENZED PC SERVICES - VOLUNTARY COMMUNITY SERVICES AWARD
- ☐ PAUA WORLD - ACHIEVERS AWARD
- ☐ CLASSIC HITS - BOOSTING BUSINESS
- ☐ ALLFLEX - EMERGING ENTERPRISES
- ☐ CARTERTON NEW WORLD - BRAVERY OR STRONG ACTION AWARD
- ☐ CDC - THE CHARLES ROOKING CARTER SUPREME AWARD

THE RECOMMENDATION

Please provide the precise reasons why you think the nominee deserves the selected award. The main focus the deciding committee will be looking for is outstanding, innovative & continued community involvement. It is important to give as much detail as possible about what your nominee has achieved and what makes them stand out against the others.

As a guide, you may wish to consider some of the following:

- * How has the nominee demonstrated service worthy of recognition?
- * How has the nominee's contribution impacted on the particular field, group or community?
- * Over what period of time has the nominee made a major contribution?
- * Has the nominee's contribution been recognised elsewhere? (e.g. the media, other awards or other groups)

Continue on additional pages if necessary. If the nomination is successful, background information provided from this document may be used in association with the announcement. Please ensure the information provided is as accurate as possible. E.g. dates, times, names, spelling of names/places etc.

[illegible]

BACKGROUND

Please provide full details of POST(S) held by your nominee, which support and are relevant to your nomination. Please give start and end dates where possible, or whether the person, business or organisation is still involved in this area of activity.

This image shows a single sheet of white paper with horizontal ruling lines. The lines are evenly spaced and run across the width of the page. There are no margins, text, or other markings on the paper.

LETTERS OF SUPPORT

Letters, which endorse the nominee's contribution from people who are familiar with their service may be included. These should be attached to this form. Please list below the names of the supporters.

1. _____
2. _____
3. _____

DETAILS OF PERSONS MAKING NOMINATION (2 REQUIRED)

Please clearly print or type the following details about the person, organisation or business you are nominating. You **MUST** ensure that all sections of this form are completed or we will be unable to consider your nominee.

	Person 1	Person 2
Full Name:		
Business/Organisation: (if applicable)		
Address:		
Telephone:		
Email:		
Signature:		
Date:		

SUBMIT THIS FORM

Please send completed forms and any enclosures to:

Shelley Paget
Events and Project Coordinator
Carterton District Council
PO Box 9
Carterton 5743

or email
shelley.paget@cdc.govt.nz

Nominations close 5pm on Friday 2 May 2014

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration and awards committee.