****

**Nominee’s NAME**

……………………………………………………………..

**YOUTH age 15-25 or ADULT 25+**

Please circle the category

**SHINE ON RECOGNITION 2018-19**



ROTARY SOUTHERN DISTRICTS 9780, 9790, 9800, 9810 & 9820

***The ‘Shine On’ Recognition Event recognizes and acknowledges service to***

***the community by people with disabilities.***

**GUIDELINES FOR NOMINATION**

Eligible Nominees are people who are actively involved in community service for the benefit of others and have demonstrated a significant level of achievement whilst managing a medical disorder/disability.

Prospective Nominees may be put forward by community organizations, clubs, associations or individuals aged 21 years and over. The nominee **must** sign a consent form and include a small or passport sized photo.

**Nominations for the Rotary Southern Districts’ ‘Shine On’ Recognition Event must be submitted by a Rotarian and approved by his/her Rotary Club.**

ELIGIBILITY CRITERIA FOR A NOMINEE:

* Australian citizenship (for at least three years)
* Individuals who have a specific disability

and have consistently given dedicated service to the community

CATEGORIES:

* Young Nominees: aged 15 years to 25 years (at closing date for applications)
* Adult Nominees: aged 25 years and over

REQUIRED INFORMATION SUPPORTING A NOMINATION:

1. Consent Form signed by the Nominee or Parent/Guardian

2. Information demonstrating nominee’s personal achievements

3. Information re: leadership and/or special service to his/her community

4. References (at least two) verifying achievements

Examples of personal achievement:

* Leadership and/or mentoring of others with the disability
* Membership and/or leadership in community groups
* Service to the community and/or a history of community achievement
* Other special awards or forms of recognition

**Please Note**: - Information provided is assessed by an Expert Medical Panel; if the Nominee needs any information to be altered the Secretary must be advised by 19th January 2019.

Any Rotary Club may nominate more than one person.

* Include your local Rotary Club’s name; contact person; phone/email details and address.

**The ORIGINAL and THREE COPIES of the completed Form and ALL supporting documentation must be submitted by 15th Dec 2018 TO:**

**Lara Barrett**

**Secretary**

**PO Box 3318**

**Bentons Square Post Office**

**Dunns Road**

**Mornington 3931**

OTHER INFORMATION:

A previous Nominee may be proposed no less than four years after initial nomination when further achievements have been demonstrated.

1. **Please complete the Consent & Nomination forms, using Word format.**
2. **Then PRINT the completed forms, and sign the relevant sections**
3. **Make three copies of the completed forms (4 in all with the original).**
4. **Then staple a Consent form to each Nomination Form.**
5. **You should end up with FOUR complete copies, all of which must be submitted.**

**CONSENT FORM:**

I, (Insert Name of Nominee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

of (Insert Address of Nominee) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Postcode \_\_\_\_\_\_\_\_\_\_

I give consent for the information provided for the purposes of assessment for the ‘Shine On’

Awards to be shared with the expert medical panel.

**Nominee’s Signature**: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Proposer’s Name**: (PRINT) \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Proposer’s Signature:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Date\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Contact Phone No: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email:- \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

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| **Do you agree to your citation &/or photographs being used for publicity? Y N** |

|  |
| --- |
| For **ENQUIRIES** please contact:  Lara Barrett, Secretary  **PH**: 03 5974 3143 or **M**: 0416 262615  **E**: lara.barrett@secretary.net  FACEBOOK Shine On SD |

**COMPLETING THE NOMINATION FORM**

Please use the template below to complete submissions in Word format PRIOR to printing.

**Boxes will expand, as required.**

Tick the Boxeswhere indicated and be careful to include all the required information

**CATEGORIES:** Young Nominees 15-25 years  Adult Nominees 25+ years 

**NOMINEE DETAILS**

NAME Title: (Mr. Mrs. Ms. Dr.)

(Type in to Document)

Surname…

Given Name…

Preferred Name…

ADDRESS

Street…

Suburb/town… Postcode…

Phone …

Date of Birth **/ /**

Gender Male  Female

Town or country of birth,,

Partner/carer/next of kin: Name: Relationship: Phone:

**PROPOSER DETAILS**

NAME Title: (Mr. Mrs. Ms. Dr.)

Surname\*

Given Name\*

ADDRESS

Street\*

Suburb/town\* Postcode\*

Phone \*

Fax\* Email\*

NOMINATING ROTARY CLUB\* District No:\*

Name of Contact Person:… Phone…

Details of Nominee’s health and/or disability issues: *Type in the box* *in 30 words or less*

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| --- |
|  |

Personal achievements while living with a disability: *Type in the box in 200 words or less*

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| --- |
|  |

Membership of community group/s: *Type in the box* *in 30 words or less*

|  |
| --- |
| 1.  2.  3.  More.. |

Purpose of group/s *Type in the box*

|  |
| --- |
| 1.  2.  3. |

*Activities Undertaken Type in the box*

|  |
| --- |
|  |

|  |
| --- |
| 1.  2  3 |

Length of membership

|  |
| --- |
|  |

Group/s’ contact person & phone number

History of community involvement and achievements *Type in the box in 200 words or less*

|  |
| --- |
|  |

Other achievements and/or awards *Type in the box in 100 words or less*

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|  |

**CHECKLIST Tick**

* The Consent Form, signed by the Nominee, is attached 
* A small photo of the Nominee is included 
* Two written References are attached 
* Contact details of Referees and other relevant persons are included 
* A Maximum of three supporting documents are attached 
* The Nominee and Proposer have signed and dated the Nomination Form 
* All relevant boxes have been ticked 
* All paperwork is presented in A4 plastic sleeves 
* The original and three copies of ALL documentation has been submitted 

|  |
| --- |
| **NOMINATIONS MUST BE POSTED by 15th Dec 2018 TO:**  **Lara Barrett**  **Secretary**  **PO Box 3318**  **Bentons Square Post Office**  **Dunns Road,**  **Mornington 3931** |

**Privacy statement**

The Rotary International Southern Districts Shine On Recognition Committee is committed to protecting the Nominee’s privacy. Personal information is confidential and protected by the Privacy Act 1988, the Information Privacy Act 2000 (Vic) and other legislation. It can only be disclosed where Commonwealth legislation requires or where the volunteer gives permission. Reasonable steps are taken to protect personal information misuse, loss, unauthorized access, modification or disclosure.