



NOMINATION FOR A ST GREGORY'S SOCIETY HONOUR

Please read the accompanying guidance notes before completing this form.

NOMINEE

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

I nominate the following person for a St Gregory's Society honour:

Surname: _____

It is most important that the name given is accurate and that the spelling is correct.

Forenames: _____

Known as: _____

If different from above

Title: _____

E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.

Address: _____

Name of building

No and Street: _____

Village: _____

Town: _____

County: _____

Post Code: _____

Date of Birth: _____

Or approximate age if date of birth is not known.

Telephone no: _____

If known. (Incl. area code).

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Honours System with the exception of background information provided overleaf, which may be used in association with the announcement of any honour granted.

THE RECOMMENDATION

In this section, space has been provided for you to set out details of how the nominee has made a significant contribution in their area of activity whether it is in the public, private or voluntary sectors.

We are looking for people with exemplary service, which may be paid or unpaid, who have changed things, with an emphasis on practical achievement; have demonstrated innovation and entrepreneurship; are examples of the best sustained and selfless voluntary service or have delivered in a way that has brought distinction to Christian life.

It is important that you give as much detail as possible about what your nominee has achieved which makes them stand out against others and make it clear if the achievement is in one area or in a number of different areas.

In what role(s) or area(s) has the nominee excelled?

How has the nominee demonstrated service worthy of recognition?

How has the nominee's contribution impacted on a particular field, locality, group, community or humanity at large?

Over what period of time has the nominee made a major commitment?

Has the nominee's contribution been recognised elsewhere (e.g.; in the media, by other awards, professional/interest groups or through local government)?

What makes this person stand out from others doing similar work?

BACKGROUND

*Please provide full details of **POST(S) HELD** by your nominee, paid or voluntary, which support and are relevant to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity.*

LETTERS OF SUPPORT

Please obtain two or more letters which endorse the nominee's contribution from people who are familiar with his or her services. Ideally these should be attached to this form, but they may be sent separately. Please list below the names of the supporters, and **tick the box if their letter is to follow**.

1 _____
2 _____
3 _____
4 _____
5 _____

DETAILS OF PERSON MAKING THE NOMINATION

My name and address:

Surname: _____ *(Incl. Title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)*

Forenames: _____

Address: _____ *This address will be used for an acknowledgement and any future correspondence.*

No and Street: _____

Village: _____

Town: _____

County: _____

Post Code: _____

Telephone no: _____ *(incl. area code)*

Facsimile no/Email address: _____

Relationship to nominee: _____ *Please state your relationship to the nominee (e.g. son, wife, colleague, friend).*

Signature: _____ Date: _____

Please send this form and any enclosures to:

**The President
St Gregory's Society
Downside Abbey
Stratton on the Fosse
Bath BA3 4RJ**

FOR SECRETARIAT USE ONLY:

Date form received: _____

Reference number: _____

Date acknowledged: _____

NOMINATION FOR A ST GREGORY'S SOCIETY HONOUR

GUIDANCE NOTES

1 WHO MAY MAKE A NOMINATION

Any person or persons may make a nomination by completing a nomination form and forwarding it to the President of the St Gregory's Society at the address given overleaf.

2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, whilst we will endeavour to return them to you, we cannot take responsibility for their safekeeping.

3 NUMBER OF HONOURS

Honours are given to Old Gregorians from all walks of life and all sections of society who have made a difference to their community.

The number of honours available is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that an honour will not automatically follow a submission.

4 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

If, after two years, your nominee has not been successful you may assume the nomination has lapsed. You may re-nominate but a different outcome is unlikely unless your nominee has had additional achievements.

5 CONFIDENTIALITY

All nominations for honours are treated in the strictest confidence. The nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

7 SUPPORT LETTERS

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

8 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

9 CHANGES TO INFORMATION SUBMITTED

You may send additional information to support the nomination at any time, and we will ensure that this is considered with the existing papers. The Society should also be advised if there has been any important change to the information supplied on the nomination form, such as the home address of the nominee.