



2025 Youth Services Award Nomination

Nominations close at 5pm, Tuesday 15 April 2025

Please read the accompanying guidance notes before completing this form. This form will remain confidential once completed and returned to Hutt City Council.

Nomination

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

Nominee

Name:	
Title or pronoun:	
Address:	
Postcode:	
Email:	
Phone:	

The Recommendation

Please set out the precise reasons why you think the nominee deserves a Youth Services Award.

We are looking for outstanding persons **between the ages of 15 and 25 years** inclusive in the year in which the voluntary community service is being recognised. To be eligible, the recipient should have undertaken outstanding voluntary community service with an emphasis on the degree to which young people are actively engaged in their communities and may include their involvement in policy decision-making that affects them. It is important that you give as much detail as possible about what your nominee has achieved, which makes them stand out against others.

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

- How has the nominee demonstrated service worthy of recognition?
- How has the nominee's contribution impacted on a particular field, locality, 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. in the media, by other awards?)

Continue on a separate page if necessary. If the nomination is successful, information from this section will be used in association with the announcement on any award granted.

Details of at least TWO people making Nomination:

	Person 1 (main nominator)	Person 2
Name:		
Address:		
Email:		
Phone:		
Organisation: (if applicable)		
Date:		
	Person 3 (if applicable)	Person 4 (if applicable)
Name:		
Address:		
Email:		
Phone:		
Organisation: (if applicable)		
Date:		

Approved and signed off by an executive member (if you are making a nomination on behalf of an organisation it must be approved and signed off by an executive member)

Name:	
Position:	
Organisation:	
Signature:	
Date:	

Submit this form

Please submit your nomination form and attachments on or before 5pm on 15 April 2025 to:

civic.events@huttcity.govt.nz or

Christine Poole-Alefaio, Executive Assistant to the Mayor

Hutt City Council, Private Bag 31-912, 30 Laings Road, Lower Hutt 5040

For further information, please contact 04 570 6666.

Name, address, email address and phone number have been collected by Hutt City Council as part of the Civic Awards nomination process, this information is held securely in our system. This information has been used to confirm eligibility for a Hutt City Council Civic Award, and to contact successful recipients. This information is strictly confidential and will not be communicated to any person other than those involved in the administration and selection of the Civic Award and will not be used by Hutt City Council for any purpose other than that with which it was collected. If you wish to access or correct this information, please contact the administrator of the Civic Honour Awards civic.events@huttcity.govt.nz

Guidance notes for making a nomination

Who can be nominated?

The Youth Services Award is a Civic Honour Award for young people between the ages of 15 and 25 who have carried out outstanding voluntary service.

The emphasis should be on the degree to which the young person has been actively engaged in their community. This award recognises outstanding voluntary community service and so service for which payment is received, or professional services given, will not be considered.

In special circumstances, Council may make an award to a person who lives outside the city, provided the outstanding voluntary service concerned has been predominantly carried out within Lower Hutt.

Any person who has already received a Royal Honour shall, only in special circumstances, also be eligible for an award.

Can a deceased person be nominated for an honour?

No. In the case of the Civic Awards, the nominee is required to indicate his or her acceptance of the award. Deceased persons are unable to indicate their acceptance.

If, however, the nominee dies after the award has been made, but before it is announced, the honour will be announced with a notation to that effect. The appropriate award certificate and medal in due course will be issued to the next of kin.

Who should make the nomination?

Two or more persons of any organisation, association, society or club may make a nomination by completing a nomination form and forwarding it to the address provided in this form. The more people backing the nomination the better.

If you are making a nomination on behalf of an organisation it must be approved and signed off by an executive member e.g. board member, chairperson, chief executive, trustee.

It is not necessary to obtain prior consent of the person being nominated before submitting a nomination. If the nomination is successful, the person nominated will then be contacted to ask whether he or she wishes to accept the award. It is preferable that the nominator does not contact the nominee.

How many awards are presented?

One Youth Award can be presented in a calendar year, though Council may choose not to present an award in each calendar year.

Who decides who should receive an award?

Council, which is made up of the Mayor, Deputy Mayor and Councillors.

Completing the nomination form

Please complete the nomination form 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.

We want to hear the contributions, achievements and special qualities of this person that have inspired you to nominate them for this award.

To ensure your nominee receives the consideration they deserve please include a cross section of support letters and as much relevant information as possible.

The following should not be submitted: original documents, testimonials and references that do not relate to the nomination, books, films, audio recordings and photographs.

Progress with nominations

Upon receipt of your nomination, you will receive advice that it has been received. We regret that it is not possible to enter correspondence on the merits of a particular nomination or its progress while it is under consideration.

Are nominators told if their nomination is successful?

Yes. Nominators will receive correspondence advising whether the nomination has been successful.

Unsuccessful nominations

If a nomination is unsuccessful, 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 Council are final and binding. Correspondence will not be entered.

Completed nominations

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civic.events@huttcity.govt.nz or

Christine Poole-Alefaio, Executive Assistant to the Mayor

Hutt City Council, Private Bag 31-912, 30 Laings Road, Lower Hutt 5040

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