



## CONFIDENTIAL

# Cheltenham Borough Council Medal of Honour

## Closing date for nominations - 7 March 2025

**Important note: please do not inform nominee that they are being considered for an award.**

### Criteria

Persons nominated must have completed **not less than 10 years voluntary unpaid service** to the community of Cheltenham ("the Voluntary Service").

Such service need not be restricted to one sphere of activity nor be exclusive to Cheltenham **but** must be **primarily** for the benefit of the Community of Cheltenham.

### Guidance notes

- All nominations will be treated as strictly confidential.
- Previous public recognition/awards for this or other service to the community does not exclude nomination but will be a factor taken into account by the judging panel.
- It is helpful to have a full and detailed assessment of the impact/content/benefit of the Voluntary Service.
- The Voluntary Service, being an 'extension' of paid employment, does not disqualify nomination but will be a factor taken into account by the judging panel.
- Letters of endorsement/verification can be submitted in support of the nomination but limited to a maximum of two.
- Due weight will be given to the provision of a new or organised service which meets a need previously overlooked.
- The person nominated may be part of a voluntary/charitable organisation in which case describe in some detail their role/workload.

### Your contact details

Name	
Address	
Email	
Telephone number	

### Nominee's contact details

Name of nominee	
Address of nominee	
Nominee email address	
Nominee telephone number	



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**Please give as much detail as to why the nominee should be considered for an award.**

Sphere of voluntary unpaid service (e.g. Name and nature of organisation or service with dates)



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Please detail, as fully as possible, the grounds on which the nomination is made (may be continued on an additional page if necessary)

*The information you provide on this form will be used solely for the purposes of assisting the Medal of Honour Award Panel. Any personal information you provide to us will not be shared outside the Mayor's office or the Award Panel without your express consent. The information you provide will be kept securely and deleted in accordance with the Council's retention policy.*



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**Please return your completed form:**

**By email to:** [jennie.ingram@cheltenham.gov.uk](mailto:jennie.ingram@cheltenham.gov.uk) or

**By post to:** Mrs J L Ingram, Medal of Honour, Mayor's Office, Mayor's Parlour, P O Box 12, Municipal Offices, Cheltenham, GL50 1PP

**Telephone enquiries** – 01242 264108

**As the nominator you will be informed whether or not the nomination has been successful.**