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| Meritorious Conduct, Gallantry, Cornwell Scout Badge and Chief Scout’s Personal Award nomination form | |
| The purpose of this form is to nominate an individual for an award. This form is used to collect personal data about you and the individual being nominated.  We take personal data privacy seriously. The data you provide is managed and carefully kept in line with our [**Data Protection Policy**](https://www.scouts.org.uk/about-us/policy/). This personal data may be shared with other relevant Scout members for the purpose of assessing the award nomination. Make sure the nomination form is only shared locally in accordance with the guidance below.  Details of successful awards will be uploaded to an individual’s Compass record and published annually on [**scouts.org.uk/awards**](https://members.scouts.org.uk/awards). The UK Headquarters Awards Team will share relevant data with other UK Headquarters teams for appropriate national event invitations.The UK Headquarters Awards Team will also securely store (electronically) the details for one year from the end of the awarding process (or longer if required for national event invitations),before they’re passed to the UK Headquarters Heritage Team for their records. Local nomination forms should be kept for 12 months in line with UK Headquarters timeline, and securely destroyed after this period. This is in case they’re needed for further queries from the Awards Team. | |
| Last updated 01/11/2021  [**scouts.org.uk/awards**](https://members.scouts.org.uk/awards)  [#SkillsForLife](https://twitter.com/hashtag/SkillsForLife?src=hashtag_click) |  |

Once the form is completed by the nominator

**For England/Wales:**

* If the nominee holds their primary appointment in a Group/District, this form should be sent to the relevant District Commissioner for support (see ‘Supporter A’ section below), and then to the relevant County/Area Commissioner for their additional support (see ‘Supporter C’ section below).
* If the nominee is a District Commissioner, or their primary appointment is in a County/Area, this form should be sent to the relevant County/Area Commissioner for support (see ‘Supporter C’ section below).
* If the nominee is a County/Area Commissioner, this form should be sent to the relevant Regional Commissioner for support (see ‘Supporter C’ section below).
* If the nominee is a Region Commissioner, this form should be sent to the Chief Commissioner of England/Wales for a decision (see ‘Supporter C’ section below).

**For Headquarters volunteers:**

If the nominee is a national volunteer, this form should be sent to the relevant member of the UK Leadership Team or the Chair of the relevant UK Board Subcommittee for support (see ‘Supporter B’ section below), and then to either the UK Chief Commissioner or the Chair/Vice Chair of the UK Trustee Board for support (see ‘Supporter C’ section below).

**For Northern Ireland/Scotland:**

* If the nominee holds their primary appointment in a Group/District, this form should be sent to the relevant District Commissioner for support (see ‘Supporter A’ section below), and then to the relevant County/Region (Scotland) Commissioner for their additional support (see ‘Supporter B’ section below), and then to the relevant Country Headquarters for further support (see ‘Supporter C’ section below).
* If the nominee is a District Commissioner, or their primary appointment is in a County/Region (Scotland), this form should be sent to the relevant County/Region (Scotland) Commissioner for support (see ‘Supporter B’ section below), and then to the relevant Country Headquarters for additional support (see ‘Supporter C’ section below).
* If the nominee is a County/Region (Scotland) Commissioner, this form should be sent to the relevant Country Headquarters for support (see ‘Supporter C’ section below).

**For Headquarters staff:**

* If the nominee is a UK Headquarters staff member, this form should be sent to the relevant member of the Executive Leadership Team (UK Headquarters) for support (see ‘Supporter B’ section below), and then to the Chief Executive (UK Headquarters) for additional support (see ‘Supporter C’ section below).
* If the nominee is a Country Headquarters staff member, this form should be sent to the lead staff member (Country Headquarters) for support (see ‘Supporter C’ section below).

**Note:** Commissioners can delegate the decision making process to a Deputy or their Local Awards Advisory Group.

Contact details are available from the **Scout Information Centre (Info.Centre@scouts.org.uk or 0345 300 1818).**

Nominee’s details

Please note: The 'Name' listed on Compass (not 'Known As') is used for certificate printing so if a 'Name' amendment is required please email this request to [awards@scouts.org.uk](mailto:awards@scouts.org.uk).

**Membership number (if relevant) Click/tap here to enter membership number**

**Post Code (if youth member) Click/tap here to enter post code**

**Current Age** **Select age**

**Name Click/tap here to enter name (Forename Surname)**

**Location (County/Area/Region) Select County/Area/Region**

**Location (District)** **Select District**

**Award nomination** **Select award**

**Award preference Select preference**

Nominator’s details

A minimum of **one nominator** and **one supporter** (who are different individuals) must provide support for this nomination before submitting it to UK Headquarters.

A nomination for these awards can be initiated by anyone but then must be supported by the relevant individuals as laid out in the ‘Once the form is completed by the nominator’ section.

**Membership number (if relevant) Click/tap here to enter membership number**

**Name** **Click/tap here to enter name (Forename Surname)**

**Email** **Click/tap here to enter email address**

Nominee’s previous awards

Please list the **most recent** previous awards achieved by the nominee.

**Type of award Name of award Date**

**Length of Service Award Select award** **Select or click/tap here to enter date**

**Good Service Award** **Select award Select or click/tap here to enter date**

Please list **any** previous Meritorious Conduct/Gallantry awards achieved by the nominee.

**Name of award Date**

**Select award Select or click/tap here to enter date**

**Select award Select or click/tap here to enter date**

Please provide a screen shot of the nominee’s **current** and **previous** adult appointments as listed on Compass.

**Click/tap the placeholder below to add the required image (if relevant)**



Citation concerning the nominee

Provide a detailed summary below explaining, with examples, why the nomination is being made. Citations should be based on fact and the personal data given should be limited to only what’s necessary to make the nomination. (For guidance on citation writing, please visit [scouts.org.uk/awards](https://members.scouts.org.uk/awards).)

**Date of incident or when the personal challenge became known**. **Select or click/tap here to enter date**

**Reason for the award nomination**

**Outline the incident or condition that’s been brought to your attention. Please be as specific as possible about dates and include as much detail as possible to help the National Awards Advisory Group understand the situation.**

Click/tap here to enter text

**Involvement in Scouts**

**Outline what the nominee does in/for Scouts and their usual character.**

Click/tap here to enter text

### Key achievements and outcome

**What has the nominee achieved (for themselves or others) by dealing with the incident or despite their condition?**

Click/tap here to enter text

**Personal challenges**

**Think about the main challenges or risks that the nominee has had to overcome. For acts of bravery did they put their life at risk, and if so, how? If undergoing treatment for a medical condition, how has this affected them and what is the long-term prognosis?**

Click/tap here to enter text

**Other community recognition**

**Outline any other recognition the nominee has received relating to the incident or condition described above. Examples could include: recognition from the emergency services or other organisations. Please also list the name and dates of any related awards received by the nominee.**

Click/tap here to enter text

### Witness statements/evidence

**Detail all external support for this nomination. Examples could include: statements from eye-witnesses, the emergency services, doctors or medical specialists or newspaper cuttings etc.**

Click/tap here to enter text

Click/tap the placeholder below to add an image (if relevant)



### Any other relevant information

Click/tap here to enter text

Supporter’s details

A minimum of **one nominator** and **one supporter** (who are different individuals) must provide support for this nomination before submitting it to UK Headquarters.

Support will be required at all relevant levels before the nomination is sent to UK Headquarters. Please refer to ‘Once the form is completed by the nominator’ section for clarification on who needs to complete this section.

**Parent/guardian (if nominee is under 18 years old)**

**Consent**  I consent to the information on/attached to this form being used as part of an award nomination and I understand that an award may/may not be approved.

**Name Click/tap here to enter name (Forename Surname)**

**Relationship to nominee Click/tap here to enter relationship**

Click/tap here to enter supporting statement

**Signature** **Click/tap here to enter name (Forename Surname) as your signature**

**Check the box to authorise the form**

**Date Select or click/tap here to enter date**

By entering your name and checking the box above, you authorise this form. If a fraudulent nomination is submitted, the matter will be drawn to a suitable line manager’s attention who will be advised to take appropriate action.

**Supporter A (if required)**

If nominee has roles in multiple locations, I’ve consulted the relevant line manager(s) before reviewing the form.

**Membership number Click/tap here to enter membership number**

**Name Click/tap here to enter name (Forename Surname)**

**Role Select role**

Click/tap here to enter supporting statement

**Signature** **Click/tap here to enter name** **(Forename Surname) as your signature**

**Check the box to authorise the form**

**Date Select or click/tap here to enter date**

By entering your name and checking the box above, you authorise this form. If a fraudulent nomination is submitted, the matter will be drawn to a suitable line manager’s attention who will be advised to take appropriate action.

**Supporter B (if required)**

If nominee has roles in multiple locations, I’ve consulted the relevant line manager(s) before reviewing the form.

**Membership number Click/tap here to enter membership number**

**Name Click/tap here to enter name (Forename Surname)**

**Role Select role**

Click/tap here to enter supporting statement

**Signature** **Click/tap here to enter name (Forename Surname) as your signature**

**Check the box to authorise the form**

**Date Select or click/tap here to enter date**

By entering your name and checking the box above, you authorise this form. If a fraudulent nomination is submitted, the matter will be drawn to a suitable line manager’s attention who will be advised to take appropriate action.

**Supporter C**

If nominee has roles in multiple locations, I’ve consulted the relevant line manager(s) before reviewing the form.

**Membership number Click/tap here to enter membership number**

**Name Click/tap here to enter name (Forename Surname)**

**Role Select role**

Click/tap here to enter supporting statement

**Signature** **Click/tap here to enter name (Forename Surname) as your signature**

**Check the box to authorise the form**

**Date Select or click/tap here to enter date**

By entering your name and checking the box above, you authorise this form. If a fraudulent nomination is submitted, the matter will be drawn to a suitable line manager’s attention who will be advised to take appropriate action.

Certificate citation

In **50 words or less** please detail below the citation that should be printed on the certificate (if an award is approved) concerning why the individual is being nominated.

Please note:

* All citations will begin with ‘In recognition of’.
* Do **not** include any dates or locations.
* Do **not** be too specific (e.g. write ‘battling a terminal illness’, rather than ‘battling cancer’).
* Do **not** use gender specifics, instead use ‘their’.

In recognition of… Click/tap here to enter certificate citation

Once nomination form is completed with appropriate support, email it to [awards@scouts.org.uk](mailto:awards@scouts.org.uk)