



SPECIAL OLYMPICS NEW ZEALAND

Distinguished Service Award

Nomination Overview

The Distinguished Service Award is the highest honour that Special Olympics New Zealand can bestow upon an individual, company or body corporate. The award recognises an individual, company or body corporate that has made a significant and/or on-going contribution to Special Olympics New Zealand and/or its Clubs.

The Distinguished Service Award is conferred by the Special Olympics New Zealand Board.

Basis for Award

When a nomination is being assessed, consideration shall be given to the following:

- The quality of the contribution; and
- The value of the contribution made to Special Olympics in New Zealand in its widest sense.

Procedure for Nomination

Nominations may be made by an individual, organisation, Club or Regional Council. All nominations must be made on the official nomination form.

All relevant information should be provided (including dates), as the assessment of the nomination will be based on the material supplied. Information supplied shall include:

- Personal details relating to the nominee (name, address etc) if an individual;
- Business name and contact details, including contact person, for company or body corporate;
- Factual information detailing the contribution on which the nomination is based.

The nominator shall assemble **all** material relating to the nomination and forward it to the Special Olympics New Zealand Awards Sub-Committee to be received no later than 5pm on Thursday 31 October 2019.

The nomination form must be signed and dated by the nominator as indicated throughout the form.

Material that is inaccurate, unsubstantiated or incomplete is likely to result in the nomination being declined.

Consideration of Nomination

The Special Olympics New Zealand Board Awards Sub-Committee shall consider the nomination and determine whether a Distinguished Service Award should be recommended to the Board. Special Olympics New Zealand will advise the nominator of the result of the Sub-Committee's recommendation and/or Board Decision.

Unsuccessful Nominations

The Special Olympics New Zealand Board Awards Sub-Committee gives careful consideration to each nomination. The decisions it makes are final, and no correspondence can be entered into with regard to a nomination. Nominations may be resubmitted subsequently, but it is expected they will include additional and/or more detailed material to support the nomination being made.

Posthumous Award

A nomination will not be considered for a deceased person.

Submission of Nomination Form The completed nomination form and any supporting documentation must be submitted by 5pm on the Closing Date to:

Post:

Special Olympics New Zealand Awards Sub-Committee, PO Box 38344, Wellington Mail Centre, Lower Hutt 5045

Courier:

Special Olympics New Zealand Awards Sub-Committee, Pelorus Trust Sports House, 93 Hutt Park Road, Seaview, Lower Hutt

Email:

admin@specialolympics.org.nz

Acknowledgement will be provided when nominations are received