



Community Service Award Guidelines

1. To be awarded in recognition of service of a voluntary nature given:
 - a. By a resident within the Malvern community performing his / her service to the Malvern community.
 - b. By a person residing within the Malvern community performing his / her service within the community.
2. The qualifying categories include recreation; sport; youth activities; aged; welfare; educational services; cultural affairs' religious affairs; and community organisations.
3. Bona fide organisations, associations, societies, clubs or residents may make nominations on the appropriate form obtained from the Council's website; the Darfield Library & Service Centre, or from any Board member or the Board Secretary.
4. Where an organisation, association etc, are making the nomination, two executive officers are required to sign and record the title of their office on the nomination form, one of which may speak in support of their nominee prior to the selection panel making their decision.
5. Any nominee who has already received a Royal Honour or a Selwyn Award shall not be eligible for a Malvern Community Board Community Services Award.
6. Information given concerning nominees should include all details in respect of the merits of nominees so the selection panel, appointed to decide the recipients of the community Services Award, may make the decision with full knowledge of the qualifications of the nominees.
7. Nominees not successful in any one year may be re-nominated in subsequent years. Unsuccessful nominations shall not be carried forward to the following year.
8. This award may be made posthumously.
9. The decision of the Selection Panel shall be final and binding.
10. The awards will not necessarily be presented annually.
11. Nominations will be called for no less than two calendar months prior to the panel selection and close two weeks before the selection takes place.
12. No award will be made without the nominees' consent which will be sought by the Board prior to presentation.



13. The presentation of a suitable award will be made following the decision of the Selection Panel.

14. The length of time spent in community activities is not to be a major criteria.

Privacy Act 1993

The Malvern Community Board needs to obtain the above personal details for the purposes of accepting nominations for the Community Service Awards. This information is not required by law, however, refusal to provide it may invalidate the nomination. All personal information will be destroyed once the Awards have been finalised. You have the right to access and check any details that have been supplied.

NOMINATIONS CLOSE ON THE 29th OF July 2022 WITH:

The Board Secretary

Malvern Community Board

c/o Selwyn District Council

PO Box 90

Rolleston 7643