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**NOMINATION FORM**

**ARMY CADET CHARITABLE TRUST UK EXCELLENCE AWARDS**

This form should be used to nominate cadets and adult volunteers for the ACCT UK Excellence Awards (including the ACCT UK President’s Certificate). It can be downloaded here: <https://acctuk.org/excellence-awards/> Once completed please submit it to [awards@acctuk.org](mailto:awards@acctuk.org) in this Word document format and expanded to give full details in each relevant area, or post to ACCT UK, Holderness House, 51-61 Clifton Street, London EC2A 4DW.

**Please read carefully the notes overleaf before completing this form**.

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Forename: |  | Surname: |  | |
| Rank: |  | DOB: |  | |
| County/Bn/Sect: |  | Date Joined ACF: |  | |
| Activity for which nominated: |  | Period of ACF service: |  | |
|  | | | | |
| Describe in no more than 200 words why the nominee is deserving of an award: | | | | |
|  | | | | |
|  | | | | |
| Give examples of practical achievement in specific activities including timelines: | | | | |
|  | | | | |
|  | | | | |
| Show how the nominee’s achievements have benefitted cadets, adult volunteers and others: | | | | |
|  | | | | |
|  | | | | |
| Give examples of excellence and leadership displayed by the nominee: | | | | |
|  | | | | |
|  | | | | |
| Give examples of exceptional voluntary service demanding of time and energy and personal sacrifice (especially for external recognition) and the time span of these activities: | | | | |
|  | | | | |
|  | | | | |
| Please state date of any previous Excellence Award or President’s Certificate, or description of any other award for the same or similar activities: | | | | |
|  | | | | |
|  | | | | |
| Commandant’s signature:  (facsimile or ‘signed electronically’) | | | | Date: |
| Rank and name: | | | | |
| Email address: | | | | |

**Complete and submit to** [**awards@acctuk.org**](mailto:awards@acctuk.org) **as a Word document**

**Notes** (please delete these notes before submission)

* Nominations will be reviewed for the ACCT UK ‘Excellence’ awards; the ACCT UK President’s Certificate, and for other awards (eg the medals of the League of Mercy and British Citizen Award).
* The ACCT UK ‘Excellence’ awards and President’s Certificate are awarded for excellent and exceptional service by ACF CFAVs and cadets (including civilian assistants and staff cadets) in non-military activity and community service.
* The ACCT UK President’s Certificate is of a similar status to the ACF Certificate of Good Service – whereas that has a military bias, the ACCT UK President’s Certificate is biased toward non-military and community service activities.
* Nominations are made by county cadet commandants and submitted to ACCT UK at [awards@acctuk.org](mailto:awards@acctuk.org).
* Nominations are made for the calendar year - by 31 December with initial selections by activity teams in January and final selection by an ACCT UK panel including two trustees.
* Certificates are usually available by end March and trophies presented by June.
* There is no quota – all nominations of sufficient merit will earn an award.

**Guidance on making nominations**

* The nomination form provides prompts on areas that will support the nomination. Not all these prompts may be applicable but will help when looking at other awards.
* The first prompt asks for a citation in not more than 200 words – this should be drafted as a summary of why the nomination is being made in a form that can be used as a citation, for example when the award is presented.
* Support the nomination with specific facts, dates, numbers. It is important to give the time span over which the activities were carried out, especially for external awards.
* Avoid vague superlatives e.g. “the nominee’s performance has been quite magnificent”.
* Demonstrate how this nominee stands out from all others.
* The nomination should give practical examples of:
  + what the nominee has actually done and over what period of time
  + what they have achieved
  + how other cadets and adult volunteers have benefitted from the nominee’s activities
  + how many other cadets and adult volunteers have benefitted and over what area (eg company; county; brigade/RPoC, national).
* Evidence is not required to support this nomination and should not be submitted, but commandants must be satisfied that evidence is available to support the nomination. Further evidence and/or letters of support will be required for external awards and may be requested later.
* Nominees must be serving in the ACF at the time the nomination is made.

**External awards**

* Nominations will be considered for other awards eg the medals of the League of Mercy and British Citizen Award. The nomination form reflects the criteria for external nominations. Usually external awards require service over 36 months (cadets) and 7 years (CFAVs). Nominations considered for external awards should reflect exceptional service to the community throughout this time. ‘Community’ can include the cadet community but service to the wider community will carry much weight and should be included in the nomination.
* Nominations can reflect specific acts such as bravery in saving life, but bravery and first aid generally will provide examples of wider community service.

**Other information**

* Nominations may be publicised within the ACF and externally. When advised of an award it is essential that commandants ensure the recipient agrees to publicity and ACCT UK are informed if any difficulty with this.
* If advice is needed before making a nomination please contact Alan Sharkey at [awards@acctuk.org](mailto:awards@acctuk.org).
* ACCT UK will advise when a nomination is put forward for another award.
* Advise [awards@acctuk.org](mailto:awards@acctuk.org) if the nominee leaves the ACF or changes rank before trophies/certificates are presented.
* The nomination can be updated at any time.