



Recognising achievement, success and actions of our people  
CELEBRATING TOGETHER AS A COMMUNITY

# CARTERTON CHARLES ROOKING CARTER COMMUNITY AWARDS 2017

## NOMINATION FORM & GUIDANCE NOTES

Nominations close at 5pm on Friday 28 April 2017



**CARTERTON**  
DISTRICT COUNCIL

# THE ANNUAL CHARLES ROOKING CARTER AWARDS

The Carterton District Council's Charles Rooking Carter Awards is an annual awards ceremony to publicly acknowledge and celebrate the volunteer work, business innovation and achievements of members within our community.

## AWARD CATEGORIES



### enzened PC SERVICES- VOLUNTARY COMMUNITY SERVICES AWARD

This award is open to any person or organisation who has carried out meritorious voluntary community service. Deserving voluntary services can fall into one or more of the following areas: social & community, services to sport and recreation, arts and cultural.



### ALLFLEX - ACHIEVERS AWARD

For an individual or organisation who have excelled in the Sporting, Cultural or Academic field.



### MORE FM - BOOSTING BUSINESS AWARD

To recognise an individual or business/organisation that leads the Carterton community showing growth, innovation, sustainability and creativity and who encourages and celebrates business excellence.



### GAIN MOMENTUM - YOUNG LEADER AWARD

To recognise a young person (under 25 years) who has demonstrated outstanding leadership.



### CARTERTON NEW WORLD - COURAGE AND COMMITMENT AWARD

Recognising the courage and commitment of an individual or organisation.  
i.e. local fire service, Search and Rescue (SARS) or a local citizen.

### CARTERTON DISTRICT COUNCIL - CHARLES ROOKING CARTER CIVIC AWARD

This elite award recognises an individual for their outstanding and innovative service to others in the community over a significant period of time.



FURTHER INFORMATION AND GUIDELINES ON THE AWARDS CAN BE FOUND ON PAGES 6-8

# 2017 CHARLES ROOKING CARTER AWARDS NOMINATION

Please read the accompanying guidance notes before completing this form. All details on this form will remain confidential once completed and returned to the Carterton District Council.

## NOMINATION

Please clearly print or type the following details about the person, organisation or business you are nominating. You MUST ensure that all sections of this form are completed or we will be unable to consider your application.

## NOMINEE

Full Name: \_\_\_\_\_

Business/Organisation: \_\_\_\_\_

Address: \_\_\_\_\_

Telephone: \_\_\_\_\_

Email: \_\_\_\_\_

## CATEGORIES OF AWARDS

Please indicate the category under which you believe the nominee qualifies:

*(Only one may be selected)*

- ENZED PC SERVICES - VOLUNTARY COMMUNITY SERVICES AWARD
- ALLFLEX - ACHIEVERS AWARD
- MORE FM - BOOSTING BUSINESS AWARD
- GAIN MOMENTUM - YOUNG LEADER AWARD
- CARTERTON NEW WORLD - COURAGE AND COMMITMENT AWARD
- CARTERTON DISTRICT COUNCIL - CHARLES ROOKING CARTER CIVIC AWARD

## THE RECOMMENDATION

Please provide the reasons why you think the nominee deserves the selected award. The main focus the deciding committee will be looking for is outstanding, innovative & continued community involvement. It is important to give as much detail as possible about what your nominee has achieved and what makes them stand out against the others.

As a guide, you may wish to consider some of the following:

- \* How has the nominee demonstrated service worthy of recognition?
- \* How has the nominee’s contribution impacted on the particular field, group or community?
- \* Over what period of time has the nominee made a major contribution?
- \* Has the nominee’s contribution been recognised elsewhere? (e.g. the media, other awards or other groups)

Continue on additional pages if necessary. If the nomination is successful, background information provided from this document may be used in association with the announcement. Please ensure the information provided is as accurate as possible. E.g. dates, times, names, spelling of names/places etc.

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

---

Continue if required on a additional document

## LETTERS OF SUPPORT (OPTIONAL TO SUPPORT NOMINATION)

Letters, which endorse the nominee’s contribution from people who are familiar with their service may be included. These should be attached to this form. Please list below the names of the supporters.

1. \_\_\_\_\_
2. \_\_\_\_\_

## BACKGROUND

Please provide full details of posts held by your nominee, which support and are relevant to your nomination. Please give start and end dates where possible, or whether the person, business or organisation is still involved in this area of activity.

---

---

---

---

---

---

---

---

---

---

---

## DETAILS OF PERSONS MAKING NOMINATION (2 REQUIRED)

Please print clearly or type the following details about the nominees

	Person 1	Person 2
Name:		
Business/Organisation: (if applicable)		
Address:		
Telephone:		
Email:		
Signature:		
Date:		

## SUBMIT THIS FORM

Please send completed forms and any enclosures before 5pm 28 April 2017 to:

Gerry Brooking  
Community Development Coordinator  
Carterton District Council  
PO Box 9  
CARTERTON 5743  
gerry@cdc.govt.nz

## INFORMATION FOR THOSE MAKING A NOMINATION

### WHO CAN BE NOMINATED?

Any person, organisation or business that fits within the six categories detailed on page three. The nominee can only be nominated for one category per application. Voluntary Community Service when payments are received, or professional services given will not be considered. A person who lives outside the district's boundaries may be nominated, as long as the services concerned have been wholly or predominantly carried out within the Carterton District. Nominations cannot be made by direct family members. The nominee will be contacted to confirm his or her nomination.

Posthumus nominations are not eligible, however, if at the time of the Awards Ceremony the nominee is deceased the award will be presented to the next of kin.

### WHO CAN MAKE THE NOMINATION?

Any two individuals including two members of any organisation, association, society or club can make a nomination by completing and submitting a nomination form. You are not required to obtain prior consent of the person, organisation or business before submitting a nomination. If the nomination is successful, the person, organisation or business will then be contacted to ask whether they wish to accept the nomination. It is preferable if the nominator does not contact the nominee.

### WHO DECIDES WHO RECEIVES AN AWARD?

The Charles Rooking Carter Committee is made up of four/five individuals who represent the Council, the residents, the business community and also someone from the wider Wairarapa to ensure all perspectives are covered. It is not possible to enter into correspondence on the merits of a particular nomination or its progress while it is under consideration.

### HOW TO COMPLETE THE NOMINATION FORM

Please complete the nomination form carefully following the instructions in each section. It is important that the text is clear and easy to read. The judging committee relies heavily on the information that accompanies each nomination, therefore it is in the nominees interest that the information provided is of sufficient detail to enable the Committee to consider each nomination fairly. Full details should be supplied about how this person's work or activities go above and beyond the normal contribution of other residents. Both the quantity of service and quality of service are important.

## PROGRESS WITH NOMINATIONS

Upon receipt of the nomination you will be sent a confirmation email. Nominations will then be put to the committee who will assess each nomination and select the finalists for each category. If the application is successful we will email the nominator the week of the 8th May 2017. The Event Coordinator will then contact the nominee to inform them of their nomination, notify them about what the Charles Rooking Carter Awards are and to confirm that they wish to accept the nomination. Following acceptance the nominator will have the opportunity to provide further resources, videos or images that will be included in the Awards Ceremony.

## UNSUCCESSFUL NOMINATIONS

If a nomination is unsuccessful you will be notified the week of the 8th of May. The nominee will not be notified. You may submit the nomination in the following or future years. Unsuccessful nominations or details of the people who nominated them will not be made public. The decisions of the committee are final and binding. Correspondence will not be entered into.

## HOW ARE THEY TO BE AWARDED?

His Worship the Mayor with a guest MC will present the awards at an evening Awards Dinner to be held on Saturday the 10 June 2017 at the Carterton Events Centre. The evening will provide the Carterton Community with an opportunity to recognise and celebrate the achievements, success and actions of our individuals, organisations and businesses together as the 'heart of the Wairarapa!' Each nominated finalist will be provided with 2 complimentary tickets for family and/or friends. Additional tickets can be purchased after the 8th of May through the Carterton Information Centre located in the Events Centre.

## SUBMITTING COMPLETED NOMINATION FORMS

### EMAIL

[gerry@cdc.govt.nz](mailto:gerry@cdc.govt.nz)

### DELIVER

Gerry Brooking  
Community Development Coordinator  
Carterton Events Centre  
50 Holloway Street  
Carterton 5713

### POST

Gerry Brooking  
Community Development Coordinator  
Carterton District Council  
PO Box 9  
Carterton 5743

### FOR FURTHER INFORMATION PLEASE CONTACT

Gerry Brooking  
Community Development Coordinator  
PH: 06 3794083  
CELL: 027 865 4007  
EMAIL: [gerry@cdc.govt.nz](mailto:gerry@cdc.govt.nz)