

MEMBERSHIP CENTENARY AWARDS SCHEME

NOMINATION FORM

**Who is being Nominated?**

Please provide as much detail as possible for the member you wish to be nominated.

Please note that they must be a member – if you wish to recognise the contribution of non-members, please contact [membershipawards@britishlegion.org.uk](mailto:membershipawards@britishlegion.org.uk) for assistance.

|  |  |  |
| --- | --- | --- |
| Nominee Name: | Click or tap here to enter text. | |
| Nominee Branch | Click or tap here to enter text. | |
| Nominee Email Address | Click or tap here to enter text. | |
| Nominee Address | Click or tap here to enter text. | |
| Please tick to confirm they are a Member of The Royal British Legion | |  |
| Nominee Membership Number | Click or tap here to enter text. | |

**The Nomination Statement**

Using the format below, please provide us with as much information about the nomination as possible.

|  |  |  |
| --- | --- | --- |
| **Legion Value Chosen for the nomination** | | Choose an item. |
| **What activity has the member done?**  **(max 200 words)**  Answer should include:   * A clear statement of what happened * When/Where did it happen * Any challenges to overcome to make it happen * Who was involved (inside/outside the Legion) | Click or tap here to enter text. | |
| **What was the impact of them doing this?**  **(max 200 words)**  Answer should include   * A description of the results of the nominee’s actions * Any financial, emotional or charity benefits * If the outcome was a one-off or has long term benefits to those we serve/ to the organisation | Click or tap here to enter text. | |
| **How does this meet the Legion Value you have chosen?**  **(max 200 words)**  Answer should include   * An explanation of how the nominee’s action align to the value | Click or tap here to enter text. | |

**Submitted by:**

Please provide us with your contact information, this will help us make contact about the progress of the nomination where appropriate.

|  |  |
| --- | --- |
| Name: | Click or tap here to enter text. |
| Email Address: | Click or tap here to enter text. |
| Date of Nomination | Click or tap here to enter text. |

**How we use your data**

The information supplied will be held on file by The Royal British Legion for this event for a duration of 6-month post event and we may contact you about the nomination. Should you wish to opt out of this process and have your data removed from the system at the end of this individual event please email [membershipawards@britishlegion.org.uk](mailto:membershipawards@britishlegion.org.uk)

If you are submitting details on behalf of individuals other than yourself, you must ensure they are aware of how we use their data as above and you must have their permission to submit their information. You must also ensure each individual is aware of and has access to the The Royal British Legion [privacy policy](https://www.britishlegion.org.uk/quick-links/our-privacy-policy-and-promise).

We promise to keep your personal data safe and secure. We will only use the contact details you give to provide you with information about the status of the nomination or to seek further information about the nomination.

**How the nomination will be evaluated**

At each stage of the Membership Centenary Awards Scheme, the nomination will be evaluated against the core components that make up the nomination and benchmarked against the other nominations submitted.

To enable nominations to be marked fairly, each question of the nomination statement will be graded against marking descriptors below.

**Q1 - Activity**

|  |  |  |
| --- | --- | --- |
| Grade | Descriptor | Further Explanation |
| 0 | No example or background provided | Answer expresses a positive view of the nominee but gives no explanation as to why nor any supporting evidence.  *(e.g.. “Bob is extremely helpful around the office.”)* |
| 1 | Irrelevant example and insufficient background. | Answer expresses a positive view of the nominee and provides an example of an action undertaken but the example lacks detail or supporting evidence. |
| 2 | Some examples given with some background but insufficient detail. | Answer expresses a positive view of the nominee and gives a specific example or examples of what they have done to cause the nominator to form that view. However, the example(s) do not give any detail.  *(e.g. Bob helped a beneficiary in Bognor Regis with a complex case in October 2020. The beneficiary was socially isolated and Bob worked with a number of local service providers).* |
| 3 | Relevant information and examples given, some evidence of making a significant contribution. | Some detailed supporting evidence is given including when and where but answer is vague in terms of explicitly articulating any challenges and obstacles and who precisely was involved. Answer will give some idea of scale, but this will not be entirely clear from the details and evidence given.  *(e.g. Bob assisted a beneficiary in Bognor Regis with white goods in October 2020. Whilst assisting with this case Bob identified a number of other needs that the Legion was unable to help with but went to the effort of assisting the beneficiary to access local services.)* |
| 4 | All information and evidence is relevant and strong detail is provided. | Answer expresses a positive view of the nominee and provides detailed supporting evidence when and where and the answer explicitly articulates any challenges and obstacles overcome and who precisely was involved. Answer will give a clear idea of scale through the details and evidence given. *(e.g.) Between the 3rd and 17th October 2020, Bob assisted a homeless beneficiary off the street but arranging rent and bond and purchasing white goods. As the case developed it became clear that the beneficiary had some mental health issues, however he was uncomfortable engaging with these services on his own. Bob knew of a local mental health charity that did drop in sessions and took time off to accompany the beneficiary to the drop in session to help build trust.* |
| (Office use Only) Grade Given | | Click or tap here to enter text. |

**Q2 - Impact**

|  |  |  |
| --- | --- | --- |
| Grade | Descriptor | Example |
| 0 | No example or background provided | Answer merely restates what the nominee did with no indication of the result of the action or the impact that this had on those affected. |
| 1 | Irrelevant example and insufficient background. | Answer restates what the nominee did and states an effect but gives no evidence that the effect was a direct outcome of the nominee’s action. |
| 2 | Some examples given with some background but insufficient detail. | Answer states that as a direct outcome of the nominee’s action an effect, or effects, was/were caused. Answer will give some evidence showing how the action resulted in the outcome but will not address the impact |
| 3 | Relevant information and examples given, some evidence of making a significant contribution. | Answer will give some evidence showing how the action resulted in the outcome and some evidence to illustrate the impact. Answer will give some idea of scale, but this will not be entirely clear from the details and evidence given. |
| 4 | All information and evidence is relevant and strong detail is provided. | Answer will give some evidence showing how the action resulted in the outcome and some evidence to illustrate the impact. Answer will give a clear idea of scale and address short-term and long term impact including any indirect benefits attributable to the nominee’s actions, with evidence. |
| (Office use Only) Grade Given | | Click or tap here to enter text. |

**Q3 - Value**

|  |  |  |  |
| --- | --- | --- | --- |
| Grade | Descriptor | | Example |
| 0 | No example or background provided | | Answer merely restates what the nominee did with no indication of the Legion Value chosen |
| 1 | Irrelevant example and insufficient background. | | Answer restates what the nominee did and states it meets the Legion Value chosen |
| 2 | Some examples given with some background but insufficient detail. | | Answer clearly states the Legion Value chosen has been demonstrated by the nominee’s action but does not give any detail or supporting evidence as to how. |
| 3 | Relevant information and examples given, some evidence of making a significant contribution. | | Answer clearly states the Legion Value chosen has been demonstrated by the nominee’s action and gives some detail or supporting evidence as to how. |
| 4 | All information and evidence is relevant and strong detail is provided. | | Answer clearly states the Legion Value chosen has been demonstrated by the nominee’s action and gives clear and explicit detail or supporting evidence as to how. |
| (Office use Only) Grade Given | | Click or tap here to enter text. | |

|  |  |
| --- | --- |
| (Office use Only) **Overall Grade Given** | Click or tap here to enter text. |