

Wokingham Town Council Civic Award Nomination Form

Important – Please read this first

1. Use the free Adobe Acrobat Reader (version 10 or higher) to complete this form
2. Enter the details of the person/organisation you wish to recommend for a Civic Award.
3. Enter your own details in the next section and answer questions about the person/organisation you are recommending.
4. Save a copy of the PDF file and email it to the second person making the recommendation to complete their details and answer questions about the person/organisation.
5. The second person should save the completed form and then email it to:
npayler@wokingham-tc.gov.uk

Details of Person/Organisation you would like to recommend for a Civic Award

Title

Name

Age

Address

Postcode

Phone number

Email address

First person making recommendation to complete this section:

Your details:

Title

Name

Address

Postcode

Phone number

Email address

Please answer the following questions about the person/organisation you are recommending for a Civic Award:

- What connection do you have with this person/organisation?
- How long have you known them for?
- Are they members of any organisations, e.g. Wokingham Lions
- What key qualities do you think they have?

First person making recommendation to complete this section (continued):

- Please provide examples of the charitable work they do and explain how Wokingham residents benefit (200 words max)

- Please tell us why you think they should receive a Civic Award (200 words max)

How many years have they been volunteering for?

How many hours per month do they spend volunteering?

Please tick here to confirm that the person/organisation you are recommending is not paid for their voluntary work?

Now save the partially completed form and email a copy to:
The second person making this recommendation

Second person making recommendation to complete this section:

Your details:

Title

Name

Address

Postcode

Phone number

Email address

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- How long have you known them for?
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Second person making recommendation to complete this section (continued):

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