**BOHS Awards Form**

This awards form is the record of the application for a BOHS Award.

By submitting it, you are consenting to:

* share the information that you include in the form; and
* confirm that you have contacted the nominee and have their consent to share information you provide in it.

This information will be confidential to the Head Office staff who manage the awards, the Awards Committee members, and the Board of BOHS (who determine the final winners of any award on the recommendation of the Awards Committee).

Until such time as the Award is announced, the contents of the form will be kept and maintained by BOHS.

After this time, a nominator or nominee may ask for details to be removed from the form, but the names and basis of a nomination will be retained so that we have a reference point for future applications.

BOHS will complete further sections in this form as a record of our administrative process and our discussions about award eligibility.

After the announcement of awards, the nominee may request a copy of the form for their own private and confidential use.

The information provided by the nominator in this form is provided to the best of the nominator’s knowledge and is based on personal knowledge or evidence that the nominee has been able to verify.

|  |  |  |
| --- | --- | --- |
| **Award Applied for** | **Nominee (person to get the award)** | **Nominator (person submitting the form)** |
| Email |  |  |
| Telephone |  |  |
| Alternative telephone |  |  |
| Nominee overview  | Award committee overview |
| Please provide a brief outline (200 words) of how the nominee meets the award criteria |  |  |
| Nominator comments on criteria 1 | Award Committee Comments on criteria |
| For the first criteria, please outline:* a list of achievements that demonstrate how the nominee meets the criterion;
* explain why each achievement is significant, wherever possible using objective measures; and
* please explain how each achievement relates to the focus of the award.
 | * Achievement 1
* Significance of achievement 1
* How achievement 1 relates to the award
* Achievement 2
* Significance of achievement 1
* How achievement 1 relates to the award
 |  |
| Nominator concluding statement | Award Committee conclusion and recommendation |
| For office use | Date | Actioned by |
| Date nomination received  |  |  |
| Contact detail check |  |  |
| Nominee approval to be considered checked |  |  |
| Form sent to Awards Committee |  |  |
| Considered by Awards Committee |  |  |
| Feedback agreed and collated by Awards Committee |  |  |
| Nomination form submitted to Board with recommendation |  |  |