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| Fair Oak Parish Council Logo | **Fair Oak & Horton Heath Parish Council**  2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL  Telephone: (023) 8069 2403 email: enquiries@fairoak-pc.gov.uk |

**CHAIRMAN’S COMMUNITY ACHIEVEMENT AWARDS**

Fair Oak & Horton Heath Parish Council have established these awards as a way of thanking the exceptional individuals and groups for the incredible work they do in our community. It gives the Chairman, Councillors and Staff of the Parish, an opportunity to officially praise the commitment and hard work of those who selflessly strive to make a positive difference to the lives of others.

**All applicants are advised to have read the eligibility criteria and nomination rules, listed at the end of this form, before applying.**

**Nominations will be accepted from Monday 11 February 2019 – 12 Noon, Friday 22 March 2019. Entries received after this date will not be accepted.**

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| **WHICH AWARD CATEGORY ARE YOU MAKING THIS NOMINATION FOR?**  **(PLEASE TICK APPROPRIATE BOX)** |
| **Young Hero Award\***  \*Must be 18 or under at the time of nomination  **Voluntary Group Award** |

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| **DETAILS OF PERSON MAKING NOMINATION** | |
| **Name:** |  |
| **Address:** |  |
| **Telephone Number:** |  |
| **Organisation (if relevant)** |  |
| **Relationship to nominee** |  |

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| **PRESENTATION OF AWARDS AT ANNUAL PARISH MEETING**  **(29 APRIL 2019 AT 7.00PM)** |
| **Winners of the awards will be invited to attend the Annual Parish meeting where the Chairman will present awards. This will be held on Monday, 29 April 2019 at 7.00pm. Will you be able to attend?**  **I/we will be attending**  **I will not be attending** |

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| **DETAILS OF NOMINEE** | |
| **Name of individual/Group nominated:** |  |
| **Email address:** |  |
| **Telephone Number:** |  |

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| **REASON FOR NOMINATION** |
| **Please describe the contribution the individual/group has made to the community of Fair Oak & Horton Heath and why the deserve to receive an award.** |

**Please return this form to Melanie Stephens, Fair Oak & Horton Heath Parish Council, 2 Knowle Park Lane, Fair Oak, Eastleigh, SO50 7GL or email:** [**clerk@fairoak-pc.gov.uk**](mailto:clerk@fairoak-pc.gov.uk)

**Data Protection:**

Please note that the information you supply will only be used in relation to the Chairman’s Community Awards and will be held by the Parish Council for a maximum of 2 years. During this time, any information provided on this form may be shared with judges or scheme administrators in order to access the nominations. Details, including photographs of winners, may also be published on the Council’s website, newsletter and social media page.

1. **AWARD CATAGORIES**
   1. There are two award categories - Youth Hero and Voluntary Group award. With the following criteria for each award: -

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| **YOUTH HERO**  **“To recognise a young person making a difference in the community”** | **VOLUNTARY GROUP AWARD**  **“To recognise the efforts of an organisation to help support those vulnerable in the Community”** |
| Criteria:   * Individuals must be 18 or under * Must operate/serve residents of Fair Oak & Horton Heath * Must live in Fair Oak & Horton Heath | Criteria:   * Work of the organisation must directly benefit residents of Fair Oak & Horton Heath * Must be a not-for-profit organisation |

1. **NOMINATION & SELECTION PROCESS**
   1. Individuals and groups cannot self-nominate. Residents are invited to nominate an individual (for the Youth Hero award) or organisation by completing the online application form. The nomination period will run from 11 February – 22 March 2019.
   2. The applications will be reviewed by the Chairman and Vice-Chairman of the Council in consultation with the Clerk.
   3. The Chairman will present the awards at the Annual Parish meeting (29 April at 7.00pm). Where winners will be presented with a certificate and small token of gratitude.