



ROYAL
AGRICULTURAL
SOCIETY
of WA



RURAL COMMUNITY ACHIEVER AWARD

GUIDE TO PREPARING A NOMINATION



The purpose of this document is to provide additional information about preparing a nomination for the Rural Community Achiever Award. It is designed to help in addressing the nomination guidelines and selection criteria for the award that are set out in four-page Rural Community Achiever Award document. That document can be viewed or downloaded from:

<https://www.perthroyalshow.com.au/competitions/competition-entries/rural-community-achiever/>

GETTING STARTED

How hard is it to nominate someone?

Our aim is to ensure people who are deserving, maybe the unsung heroes, are nominated for this prestigious award – and not make the nomination process onerous. If you need a hand to complete a nomination or if you know someone who you believe should be nominated but aren't quite sure where to start, then please keep reading.

If, after reading through this guide, you'd like a hand, then maybe the nominee's family and friends or business associates, office-bearers or members of the community organisation(s) where he/she is involved, local service groups or the nominee could help. Maybe consider organising a group of people, who know the nominee, to work through the nomination. If you're still stuck, then contact us and let us know about who you have in mind. RASWA's contact information is at the end of this document.

Incomplete or unknown information

Try to get information as complete and accurate as possible. This will improve the nominee's chance of winning the award. See "How hard is it to nominate someone?" for some suggestions on how to get the information.

Do I need to tell the nominee?

Yes, it is required that they know they are being nominated for the award. We recommend showing a copy of your application to the nominee before submission so they can make sure your nomination is complete and accurate.

Self-nominations are allowed.

How do I compile the nomination?

Here is a quick checklist so you can make sure you have included everything before you submit. More details on how to complete each of the sections can be found under "Creating the application".

- Nominee details form
- Selection Criteria (2 pages)
- A current photograph suitable for publication
- Two or three supporting letters
- Any relevant articles, reports or photos that support the application. There should be no more than 10 A4 pages worth of additional attachments.

CREATING THE APPLICATION

The information that follows is in the same order as that set out in the four-page Rural Community Achiever Award document.

NOMINEE DETAILS FORM

Remember to complete and include this form with your nomination. This form is the last page of the four-page Rural Community Achiever Document. This can be viewed or downloaded from <https://www.perthroyalshow.com.au/competitions/competition-entries/rural-community-achiever/>

SELECTION CRITERIA

Use the same headings as set out in the document (and replicated). This will ensure the judges consider the information you provide that is relevant to each criterion.

Information addressing selection criteria should be no more than two A4 pages (1000-3000 words).



Current Position(s) held – including community organisation or volunteering

You might like to include these as a list. Remember to include start dates (year only is okay) and include an “estimate” if you can’t find exact dates. If you’re not sure about details, see “How hard is it to nominate someone?” for some suggestions on how to get the information.

Achievements and their time input and impact on the local community

Make this a (brief) resume, focusing solely on the person’s volunteer roles. This should include both current and previous positions.

How has this person demonstrated service worthy of recognition? In what way do you think person stands out from others?

Remember to include the amount of time the nominee has spent in each of the roles (eg 2 days a week for 10 years; more than 500 hours over 3 years).

Has the nominee won any awards or been recognised in any way? If so, include and maybe use this format: Year/Award name/Brief description of award or recognition.

If you are aware of any media, newsletter or online coverage or references, then please include copies/ printouts as attachments.

Goals for their local community

This might be just a single sentence or a paragraph. It will be what you know to be their goals – (e.g. to develop and see <insert name of project or activity> thrive; to continue to assist with <insert name of project or activity> and ensure it <insert community outcome or benefit>).

If you are aware of any media, newsletter or online coverage or references, then please include copies/ printouts as attachments.

Details of the community project of their choice and how the prize money would be spent should they win

The award includes \$2000 for a community project nominated by the winner. This can be shared between two projects.

Please include the name the project that will receive the prize money and a few sentences describing its purpose and activities.

Include at least one sentence identifying how the \$2000 would be spent within the project.

GENERAL POINTS AND TIPS ON SELECTION CRITERIA

As you address the selection criteria, you might like to include information such as:

- The person's participation in rural organisations and the benefits returned to their community/ industry and its people.
- The resources and effort the person has put into their community/industry.
- Don't be afraid to use headings when you prepare your nomination. This will add clarity (see “Selection Criteria”)
- Go through the application with the nominee, it is important to have every relevant piece of information in the nomination to ensure the person has the best possible chance of winning. See “How hard is it to nominate someone?” for some suggestions on how to get information.
- Always keep in mind as you work through the nomination process that the objective of this award is to acknowledge a person within the rural community who has given extraordinary time and effort to improve agriculture and rural life in Western Australia.
- Although the focus is on local and regional achievements, some points are awarded in judging for state and national contributions. While state and national has only a small weight in the judging, any points at those levels might make the difference needed to win.



SUPPORTING LETTERS

Supporting letters from two or three people associated with the nominee in relevant organisation(s). The letters should outline the contribution the nominee has made in a particular field. They might be written by (but are not limited to) the chair or committee member, a person who has directly benefited from the nominee's contributions or a representative of a local business, council or school.

ADDITIONAL ARTICLES

Any relevant articles, reports or photos that support the application can be attached.

SUBMISSION

Checking and final reading

Ensure that all the information required for the nomination is complete and correct. If you prepared the nomination, then consider giving it to someone else to read through, make suggestions and check for errors or omissions. Remember, judging is based on the written nomination and you want to lodge the best possible nomination. See "How hard is it to nominate someone?" (above) for some suggestions on how to get and check information.

Where can I see previous winners?

There is information about the 2016 winner and a list of previous winners on the Community Awards page under the Community tab on the left side of the landing page of www.raswa.org.au

Can I lodge a nomination by email?

Yes, nominations can be submitted via email to cmarriott@raswa.org.au, or hardcopy versions can be posted to:

Competition and Event Coordinator
Rural Community Achiever
The Royal Agricultural Society of WA
PO Box 135
CLAREMONT WA 6910

CLOSING DATE FOR NOMINATIONS

Friday 25 August 2017.

FURTHER INFORMATION AND HELP

Not quite sure about something or still wondering how to get the information you require – and the nominee's family and friends or business associates, people at the community organisation(s) where he/she is involved, local service groups or the nominee can't help? If you're stuck or you'd like to let us know about someone who you believe should be nominated, then please contact us:

Ms Cassie Marriott
Phone (08) 6263 3124
Email cmarriott@raswa.org.au