

# Community Service Awards 2025

## Nomination guidelines

Community Service Awards are awarded to individuals and groups in recognition of significant voluntary service.

### PLEASE NOTE

Participating Community Boards this year are, Waipuna Halswell-Hornby-Riccarton, Waitai Coastal-Burwood-Linwood, Waimāero Fendalton-Waimairi-Harewood and Waihoru Spreydon-Cashmere-Heathcote.

Community Boards *not* participating this year are, Waipapa Papanui-Innes-Central and Te Pātaka o Rākohaitū Banks Peninsula.

**Youth Service Awards\***: Participating Community Boards this year are, Waipuna Halswell-Hornby-Riccarton, Waitai Coastal-Burwood-Linwood, and Waihoru Spreydon-Cashmere-Heathcote

- The service undertaken should be of a voluntary nature. A paid employee may be eligible where the work undertaken is beyond the scope of that person's normal job description and the nominee has spent some of their own non-work time in the activity. In such a case, one of the nominators should be an employer of the nominee, who states that the nominee's work/activity went beyond the requirements of routine work by providing a supporting letter to that effect.
- The Community Service Awards recognise voluntary efforts in the following areas: youth, older adults, education, culture, church, recreation, sport, community service fields.
- People will be eligible for Community Service Awards in the area/suburb that they do the work in. If the work is for an organisation that covers more than two board areas, then the nomination shall be considered in the board area that the nominee does the majority of their voluntary work.
- Nominations must be submitted on the official nomination form that is available at [ccc.govt.nz/csa](http://ccc.govt.nz/csa)
- The nomination form must be signed by two nominators and both nominators should be aware of the details of the nomination.
- **Youth Service Awards** are presented by the Waipuna Halswell-Hornby-Riccarton, Waitai Coastal-Burwood-Linwood, and Waihoru Spreydon-Cashmere-Heathcote Community Boards only, in recognition of significant voluntary service carried out by residents aged 25 years or under. These awards are to recognise individual effort rather than that of a whole group or organisation.
- Any community organisation, club or society may make a nomination. Two executive officers of the organisation should sign the nomination and record their title of office.
- Letters of support or evidence supporting the work can also be submitted with the nomination. It is highly recommended to supply as much detail as possible to support the nominations. Length and type of service is particularly helpful.
- The more information you are able to supply in support of the nomination, the greater the assistance for the Community Boards in assessing the nominations.
- The length of voluntary work shall be considered alongside the nature of the work undertaken.
- Community Service Award nominations are considered and decided by Community Boards.
- Individuals shall be eligible to receive only one Community Service Award for the same voluntary work. This does not apply if a recipient has received a Youth Service Award.
- Community Service Awards are presented to recipients at community presentations or functions hosted by the local Community Boards.

# Completing this nomination form

## Helpful hints to get you started

### Q2 What activity/service has the nominee been involved in?

Please tell us the nominated person's role in the organisation and how she/he contributes.

*eg. Sarah Bloggs has been a committee member of the Help Club for the last 10 years and along with giving up to six hours a week to the elderly at three rest homes in Beckenham, she was our Club President for three years and Secretary for two years.*

### Q3 How long has the nominee been involved in this activity/service?

Please tell us how long the nominee has been involved in the activity/club/organisation and approximately how much time the nominee voluntarily gives to the activity/club/organisation.

*eg. We are nominating Sarah Bloggs for running craft classes for the elderly in the local rest homes in Beckenham for the past 10 years. Sarah Bloggs provides classes and help each week. Sarah visits three rest homes twice a week for an hour.*

### Q4 Who/how has the local community benefited from this activity?

Please tell us how the activity helps the community.

*eg. By providing craft classes to the elderly, Sarah is stimulating them to think as well as exercise their hands and creative abilities. The craft classes allow the residents of the rest homes to make their own gifts for family and friends for birthdays and Christmas, this saves them having to ask others to do their gift buying.*

## “Recognising voluntary efforts benefitting the local community”

The Christchurch City Council Community Boards present the annual Community Service Awards to recognise generous, voluntary service.

For further information phone 941 8999, visit [ccc.govt.nz/csa](http://ccc.govt.nz/csa) or contact:

**Coastal-Burwood-Linwood**

Hannah Martin

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**Halswell-Hornby-Riccarton**

Noela Letufuga

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Jane Walders

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**Fendalton-Waimairi-Harewood**

Katie MacDonald

[katie.macdonald@ccc.govt.nz](mailto:katie.macdonald@ccc.govt.nz)

# Community Service Awards 2025

## Nomination form

**Please ensure we receive your nomination forms by 5pm Sunday 6 April 2025.**



**Post to:**

Support Officer  
Rārākau: Riccarton Centre  
Christchurch City Council  
PO Box 73022  
Christchurch 8154



**Deliver to:**

Drop the nomination form off at your nearest Christchurch City Council Service Centre (see page 2 for contact details)



**Email to:**

CSAInfo@ccc.govt.nz  
(signed and scanned)

### Participating Community Boards this year are:

Waipuna Halswell-Hornby-Riccarton

Waitai Coastal-Burwood-Linwood

Waimāero Fendalton-Waimairi-Harewood

Waihoru Spreydon-Cashmere-Heathcote

### Community Boards *not* participating this year are:

Waipapa Papanui-Innes-Central and Te Pātaka o Rākaihautū Banks Peninsula

### Youth Service Awards:

Participating Community Boards this year are, Waipuna Halswell-Hornby-Riccarton, Waitai Coastal-Burwood-Linwood, and Waihoru Spreydon-Cashmere-Heathcote

Please indicate if the application is for a Youth Service Award

### Name of person being nominated:

Mr / Mrs / Miss / Ms / Other (please circle one)

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_ or Group name: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Organisation Address: \_\_\_\_\_

### Nomination submitted by (must be signed by two people):

**Nominations with only one nominator will not be eligible for consideration.**

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Signature: \_\_\_\_\_

First name: \_\_\_\_\_ Middle name(s): \_\_\_\_\_

Surname: \_\_\_\_\_

Address: \_\_\_\_\_

Suburb: \_\_\_\_\_

Post code: \_\_\_\_\_ Phone number: \_\_\_\_\_

Email: \_\_\_\_\_

Organisation (if applicable): \_\_\_\_\_

Organisation Address: \_\_\_\_\_

Signature: \_\_\_\_\_

(continued overleaf)



# Nomination form

Your chance to tell us why your nominated person or group deserves a Community Service Award

## Reasons for your nomination:

Where is most volunteer work done? *e.g. which suburb/area?*

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What activity/service has the nominee been involved in? *Refer to helpful hint Q2 on page 2.*

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How long has the nominee been involved in this activity/service? *Refer to helpful hint Q3 on page 2.*

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Who in the community has benefitted, and how, from the nominee's activity/service? *Where possible please provide letters of support with this nomination. Please add more information on a separate sheet of paper if required and attach to the nomination form. Refer to helpful hint Q4 on page 2.*

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**Supporting information.** *It would be helpful to the Community Board when considering the nominations if letters or documents of support are provided. These can be from outside clubs/organisations or individuals. It is preferable that support is provided by those other than the nominators.*

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### CHECKLIST

#### Make sure you have completed the following:

- Two nominators have completed both sides of this form
- Additional information has been collated and attached
- Return your nomination form to the address provided overleaf