**RNZRSA Award Nomination Form**

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| **Instructions to nominating RSA for completion of this form:**  1. Read [RNZRSA Manual, Chap 4 – *Awards for Meritorious Service*](https://www.rsa.org.nz/assets/Chapter-4-AWARDS-FOR-MERITORIOUS-SERVICE.pdf)*.*  2. Reading the footnotes carefully, complete Part 1 to 10 of this form (as applicable) either:  a. using Microsoft Word; or  b. in handwritten form.  3. Once completed, print (if required), sign, scan, and email the form, along with the associated *Support Notes*, to your District President. |

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| **Part 1 – Nominating RSA/Branch** | |
| **RSA/Branch Name:** |  |

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| **Part 2 – Nominee’s Details** | | | | | |
| **Full Legal Name:** |  | | **RSA Membership Type:[[1]](#footnote-1)** | |  |
| **Residential Address:** |  | | | | |
| **NZ Armed Forces Service:[[2]](#footnote-2)** | |  | | **NZ Service Number:** |  |
| **Other Service:[[3]](#footnote-3)** | |  | | | |

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| **Part 3 – Nominee’s Notable Service at Nominating RSA Level** | | | | |
| **The nominee is a current financial member of this RSA/Branch, and has been for a total of:** | | | | years |
| **Positions Held** | **Year From** | **Year To** | **Subtotals (Years)** | |
| **President:** |  |  |  | |
| **Vice-President:** |  |  |  | |
| **Secretary:** |  |  |  | |
| **Treasurer:** |  |  |  | |
| **Committee Member:** |  |  |  | |
| **Local Support Advisor:** |  |  |  | |
|  |  | **Part 3 Total:** |  | |

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| **Part 4 – Nominee’s Notable Service with other Local RSAs** | | | |
| **Local RSA Name(s):** |  | | |
| **Positions Held** | **Year From** | **Year To** | **Subtotals (Years)** |
| **President:** |  |  |  |
| **Vice-President:** |  |  |  |
| **Secretary:** |  |  |  |
| **Treasurer:** |  |  |  |
| **Committee Member:** |  |  |  |
| **Local Support Advisor:** |  |  |  |
|  |  | **Part 4 Total:** |  |

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| **Part 5 – Nominee’s Notable Service at RNZRSA District Level (as applicable)** | | | |
| **RSA District:** |  | | |
| **Positions Held** | **Year From** | **Year To** | **Subtotals (Years)** |
| **District President:** |  |  |  |
| **District Vice-President:** |  |  |  |
| **District Secretary:** |  |  |  |
| **District Treasurer:** |  |  |  |
| **District Support Manager:** |  |  |  |
| **District Support Advisor:** |  |  |  |
|  |  | **Part 5 Total:** |  |

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| **Part 6 – Nominee’s Notable Service at RNZRSA National Level (as applicable)** | | | |
| **Positions Held** | **Year From** | **Year To** | **Subtotals (Years)** |
| **National President:** |  |  |  |
| **National Vice-President:** |  |  |  |
| **Presidents’ Forum Member:** |  |  |  |
| **RNZRSA Sports Convenor:** |  |  |  |
| **RNZRSA LO to NZCF:** |  |  |  |
|  |  | **Part 6 Total:** |  |

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| **Part 7 – Nominee’s Notable Service with other Organisations/Entities (as applicable)** | | | |
| **Organisation/Entity** | **Year From** | **Year To** | **Subtotals (Years)** |
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|  |  | **Part 7 Total:** |  |

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| **Part 8 – Highest Honour and/or Award already held by Nominee (as applicable)** | | | |
| **Honour/Award Type** | | **Year Awarded** | **Remarks** |
| **NZ Royal Honour:** |  |  |  |
| **RNZRSA National Award:** |  |  |  |
| **RNZRSA District Award:** |  |  |  |
| **Local RSA Award:[[4]](#footnote-4)** |  |  |  |
| **Other Award:** |  |  |  |

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| **Part 9 – RNZRSA Award Sought** | | |
| **National/District** | **Award Type** | **Remarks[[5]](#footnote-5)** |
| **RNZRSA National Award:[[6]](#footnote-6)** |  |  |
| **RNZRSA District Award:[[7]](#footnote-7)** |  |  |

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| **Part 10 – Nominating RSA’s Certification** | | | |
| In signing this RNZRSA Award Nomination, I certify that:   * I have read and applied the guidelines in Chap 4 (*Awards for Meritorious Service*) of the RNZRSA Manual; * as far as practically possible the information provided at Parts 1 to 8 is true and correct;[[8]](#footnote-8) * a motion in support of this nomination has been passed at a legally constituted general or executive committee meeting of the nominating RSA; and * a Volunteer Service Summary accompanies this application. | | | |
| **Signature:** |  | **Date:** |  |
| **Full Legal Name:** |  | **Executive Appointment:** |  |
| **Email Address:** |  | **Phone Number:** |  |

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| **Part 11 – District President Use Only** | | | | | | |
| **District President Certification:** | I have checked this nomination against the critieria set out in Chap 4 of the RNZRSA Manual, and certify that it meets this criteria. | | | | | |
| **District President Decision** | | | | | | |
| **The RNZRSA National Award sought at Part 9 is:** | | Endorsed | | Not Endorsed | | N/A |
| **The RNZRSA District Award sought at Part 9 is:** | | Approved | | Not Approved | | N/A |
| **DP Comment:** |  | | | | | |
| **Signature:** |  | | **Date:** | |  | |
| **Full Legal Name:** |  | | **Phone Number:** | |  | |
| **Email Address:** |  | |  | |  | |

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| **Part 12 – President’s Forum Use Only (as applicable)** | | | | | |
| **Presidents’ Forum Decision** | | | | | |
| **The RNZRSA National Award sought in Part 9 is:** | | Approved | | Not Approved | |
| **PF Comment:** |  | | | | |
| **Signature:** |  | | **Date Approved:** | |  |
| **Full Legal Name:** |  | | **Appointment:** | |  |

1. Returned membership, Service membership, or Associate membership. [↑](#footnote-ref-1)
2. Royal New Zealand Navy (RNZN), New Zealand Army (NZA), Royal New Zealand Air Force (RNZAF) or N/A. [↑](#footnote-ref-2)
3. If the nominee was a member of the armed forces of a Commonwealth nation or other formally recognised military partner, enter details here. [↑](#footnote-ref-3)
4. If this application is for an RNZRSA (national-level) award, local life membership must be held by the nominee. [↑](#footnote-ref-4)
5. Include any special considerations that the Presidents’ Forum should note here (e.g. Nominee is teminally ill, etc). [↑](#footnote-ref-5)
6. (In order of precedence) Badge in Gold, Gold Medalion/RNZRSA Life Membership, Gold Star & Bar, Gold Star or Merit Badge or N/A [↑](#footnote-ref-6)
7. 20, 30, 40 or 50 year District Long Service Award or N/A [↑](#footnote-ref-7)
8. Should it be found, subsequently, that any information is untrue or incorrect, the Presidents’ Forum or District President (for District Awards only) reserves the right to reverse any decision made on the basis of that information, and to require the immediate return of the award, including any badge, certificate or other artefact. [↑](#footnote-ref-8)