

I Mbr# propose that
..... Mbr# be awarded a

- 5 year Certificate of Appreciation
- 10 year Certificate of Appreciation
- Special Certificate of Appreciation
- 15 year service – Honorary Life Membership

Seconded by Mbr# Date

Has member received an award previously? No / Yes

If Yes, please state which and year

Note - to receive an honorary life membership the member must already be eligible for, or have been awarded the 5 and 10 year Certificates of Appreciation.

Citation in support of this nomination :

Please enter details of the member’s service, e.g. as a course leader and year/s, or membership of the management committee, including the year/s and position/s held, together with any information regarding how the duties and responsibilities were carried out and why this service should be recognised by U3A Sapphire coast as exemplary.

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If space insufficient please attach another page.

Ratification

The citation should be submitted to the Awards sub-committee, or a specially convened sub-committee, by 31st December to allow time for checking and consideration. If approved, the Award will be presented at the next AGM. If not approved the nomination will be returned to the nominator for any further action.

Approved / Not approved (Give reason)

Signed Mbr# date
Convenor Awards Panel.

<i>Record action :</i>		<i>Date</i>
Sub c/tee	Notify Public Officer
MemReg	Enter in membership db & print new name ID
Secretary	Prepare documents for presentation
Award presented by		at AGM
		<i>(year)</i>