



# NOMINATION FOR ACHIEVEMENT SCHEME AWARD



*Please see guidance on page 2*

PROPOSED AWARD:	
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NOMINEE NAME:	
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MEMBERSHIP No:	
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NOMINEE ADDRESS:	
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<b>CITATION:</b> <i>(See guidance notes on page 2)</i> <b>Maximum 450 words</b>

PROPOSER NAME:	
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PROPOSER POSITION:	
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PROPOSER SIGNATURE:	
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For CLUB submissions specify which Club:	
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TELEPHONE No.	
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For Area submissions specify which Area:	
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E-MAIL ADDRESS:	
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DATE OF SUBMISSION:	
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### There are two categories of Awards:-

- BMFA Achievement Scheme '**Long Term / Exceptional Service**' award – one award annually  
The award to be made to a member for '**long term or exceptional services to, and or promotion of**' the Achievement Scheme.
- BMFA Achievement Scheme '**Certificate of Merit**' administered by the ASRC – four awarded annually  
The award to be made to a member for either service to and or promotion of the achievement scheme, or to a successful test candidate who has displayed outstanding attitude, determination, diligence and or performance in the lead up to and or during a test.

Nominations for the above may only be submitted by; Area committees, Affiliated clubs, Examiners or Approved/Qualified Instructors.

To be eligible for these awards, the nominee must be one or more of the following,

- An Area Chief examiner or Instructor, or Area AS Co-ordinator
- A Club examiner or instructor (including Approved and Qualified instructors)
- A successful test candidate at 'A' or BPC level
- A successful test candidate at 'B' or 'C' level

When allocating awards, the ASRC will assign equal priority to all of the above categories, with the aim of awarding a certificate to each category, wherever possible, but within the constraints of the nominations received.

**Please note that current members of the ASRC and the Scheme Controller(s) are not eligible for any of the above awards.**

Having decided that someone is worthy of recognition, carefully research the nominee's achievements and be specific and objective when compiling the citation. There is no set format for the drafting of a compelling citation, but refer to the above categories and try to use simple sentences that summarises why the nominee should receive an award, and then expand on those reasons. Tell the reader what the nominee has personally achieved and, if appropriate, what the benefits are to the BMFA and the Achievement Scheme, past, present and future.

Consider including details such as how challenging the work/ task/project has been. You should aim to make it clear why this person has succeeded when his or her peers might not have done. Include the personal qualities that the nominee brought to the task to achieve its success. Finally, and crucially, avoid the temptation to pad out the citation with unnecessary superlatives. Stick to the facts and concentrate on describing how the nominee has excelled and demonstrated service worthy of recognition.

The citation block allows for approximately 450 words at 11pt font, but whether typed or hand-written, you must not exceed 450 words. If you are hand-writing the submission then you may continue on a separate sheet if necessary.

The closing date for receipt of nominations is 31st August. The form may be completed on your computer or printed and completed by hand. If you complete the form on your computer you will then need to print and sign the completed form before transmission to the BMFA office.

You can either scan the completed form and then email it to the address below, or post the completed form to the BMFA office. To email: put "Achievement Scheme Awards FAO ASRC" in the email Subject line and email to: [admin@bmfa.org](mailto:admin@bmfa.org). To post: put "Achievement Scheme Awards FAO ASRC" on the envelope and post to: BMFA, Chacksfield House, 31 St Andrew's Road, Leicester, LE2 8RE.