**NOMINATION FORM – Community Event**

**Details of the Event being nominated:**

Name of event:………………………………………………………………………………………………………………………………………………..

Date of event: …………………………………………………………………………………………………………………………………………….

Location of event: ………………………………………………….…………………………………………………………………….……………

Key contact:……………………………………………………………………………………………………………………………………………………

Telephone (home): ………….………………………………… Telephone (mobile): …….……….……….…………….…………

Email: ………………………………………………………………………………………………………………………………………….…………………

**Details of the *person submitting* the nomination:**

Mr / Mrs / Miss / Ms: ……………………………………………………………………………………………………………………………...

Address: …………………………………………………………………………………………………………………………………………………….

Telephone (home): ………………..….… Telephone (mobile): ……..………………………..…….……………..

Email: ………………………………………………………………………………………………………………………………………………………..

Signature: …………………………………………………….......................................................................................................

**Is the event organiser aware of the nomination: Yes / No (please circle)**

Please provide responses to the following:

1. Please describe why this event is considered an ***outstanding*** event
2. Please identify the purpose of the event and how the event achieved its desired outcomes
3. Please describe how the event has had a positive impact on the Borough of Queenscliffe community
4. Please outline the level of community participation in the event
5. Please describe the level of volunteer activity

**You may attach supporting material such as certificates, awards, newspaper clippings, etc.**

**Please return this completed form by 4:00pm on Sunday 20 March 2022 to:**

Borough of Queenscliffe

Community Service Awards

50 Learmonth Street (PO Box 93) Queenscliff VIC 3225
or email to info@queenscliffe.vic.gov.au with “Community Service Awards” in the subject line.

**Privacy note:** Council collects personal information to fulfil its statutory obligations, and to ensure that it can provide services to you. In some instances Council cannot provide some of its services unless you provide us with necessary information. Council will only use personal information for the purposes for which it was collected. Council staff are happy to discuss your privacy queries, however if you require further assistance you should contact our Privacy Officer on 03 5258 1377.