



Guidance Notes and Terms and Conditions

Nomination Process

The nomination process for the *engage in their future* 2019 National Awards is intended to be flexible, fair and equal. Whilst all nominations must be submitted using the Nomination Form provided, we want you to tell us why the student/s you are nominating are worthy winners - what is the background, what was the journey, what was the outcome?

We do ask that the description be of an appropriate length to sufficiently reflect the details of the nomination. An additional sheet is available (for offline nominations) if required. We also welcome any supporting evidence such as certificates and photographs (which should be submitted with the Nomination Form).

We recommend that you read the “What Makes A Good Nomination?” leaflet for further guidance.

Terms and Conditions

1. Only nominations from current member schools of *engage in their future* will be considered. (If you are unclear about your school’s membership status, or would like to join the organisation, please email us at - georgina_engageintheirfuture@aol.co.uk).
 - a. Nominations for the Success Story category must be for students that attended a current *engage in their future* member school.
2. Entries can be submitted against more than one category although it should be made clear on the Nomination Form which category/categories the nomination should be considered for. (Please note: the Outstanding Personal Progress category and the Outstanding Achievement category are particularly popular so if you are nominating in either of these categories, you may wish to indicate a second category in which the nomination may be considered.)
3. Nominations may be re-categorised at the discretion of the Judging Panel.
4. Entries should be submitted by post to: *engage in their future* 2019 National Awards, PO Box 451, Horley, RH6 6AW - or online at: <https://eitf.wufoo.com/forms/engage-in-their-future-2019-national-awards/>
5. To ensure compliance with GDPR regulation please ensure that explicit permission is in place to allow the sharing with *engage in their future* of all details provided in the Nomination Form and any accompanying documents, and that the box on the Nomination Form is ticked.

6. Data Protection: the details submitted in the Nomination Form will be used, stored and shared in the following ways:
 - a. The data provided will be used, stored and shared by *engage in their future* for the administration of the 2019 National Awards, including the National Awards Ceremony. This will include, but is not limited to, correspondence (to confirm receipt of the nomination, notification of the outcome of the nomination, dispatch of certificates / prizes, etc), analysis, and certificate personalisation.
 - b. Nomination Forms and accompanying documents will be shared with the Judging Panel.
 - c. Please be aware that online entries are submitted via Wufoo. Their privacy policy is available at: <https://www.surveymonkey.com/mp/legal/privacy-policy/>
7. Please ensure that an email address is provided as an email will be sent to acknowledge receipt of the Nomination Form (this is in addition to the automated response for online nominations). If you do not receive this email your nomination documents may not have arrived. Please allow five working days between sending the documents and receiving the acknowledgement email. If you do not receive an email as receipt of delivery, please send an email (without attachments) to - georgina_engageintheirfuture@aol.co.uk
8. If supporting documents are provided with the Nomination Form, please ensure that they are afforded an appropriate level of security, especially if they contain sensitive information. For example, if files are sent online, please ensure that they are password protected and that the password is emailed separately (to - georgina_engageintheirfuture@aol.co.uk). If they are posted, you may wish to consider Royal Mail's 'Signed For' or 'Special Delivery' services.
9. Completed Nomination Forms must be received by 5pm on Thursday 18th April 2019.
10. The decision of the Judging Panel is final.
11. A short-list of three nominees (which may include joint winners) for each category will be announced week commencing Monday 27th May 2019 with short-listed nominees invited to attend the National Awards Ceremony.
 - a. Nominees that are not short-listed will be sent a certificate in recognition and celebration of being nomination.
12. The 2019 National Awards Ceremony will be held at the Crowne Plaza Hotel in Stratford upon Avon on Wednesday 3rd July 2019.
13. A trophy and framed certificate will be awarded at the National Awards Ceremony to those short-listed by the Judging Panel. If the nomination is for a team or school, a trophy and framed certificate will be awarded to the team/school as named on the Nomination Form. If (unframed) certificates are required for each individual member of the short-listed team/school, please provide their names on the Nomination Form.
14. Attendance at the National Awards Ceremony is not obligatory. Whilst we hope that all the short-listed nominees are able to attend and receive their trophy and certificate, we appreciate that this may not be possible for everyone. Should a short-listed nominee not be able to attend the Ceremony, their trophy and certificate will be sent as soon as possible after Wednesday 3rd July to their school for the attention of the staff member that submitted the nomination.