# UCU distinguished service awards

UCU’s Distinguished Service Awards recognise exceptional achievement at branch, regional, devolved nation, or national level, across all areas in which the union organises. Nominations can be made by branches or regional committees/devolved nation bodies, using the procedure and nomination form below.

Any queries about these awards should be directed to democratic services (demservices@ucu.org.uk).

**Procedure for Distinguished Service Awards**

1. Nominations should be made by branches or by regional/devolved national committees. Nominations should be made on the form provided. Nominations should be returned to Democratic services at UCU head office.
2. All nominations received at UCU head office will be sent on to the officers and general secretary. The decision of the officers will be reported to the NEC, and drawn to the attention of the relevant regional committee or devolved nation body. Nominees will be contacted immediately after the decision is made by the officers.
3. Criteria is available belowto assist branches or regional committees/devolved nation bodies in their decision-making.
4. The award will be made by the general secretary’s office and timing and circumstances permitting, may be made at Congress.
5. The distinguished service award does not alter the recipient’s membership status.

**Guidance/criteria for branches or regional committees/devolved nation bodies considering nominations**

Contributions to the union at regional and national level may be taken into account but it is not intended that Distinguished Service Awards should be made only to members who have engaged in national union service.

Consideration should be given to contribution in the following areas (though this list is not exhaustive):

* supporting and representing members
* organising, recruitment, and branch development
* advancing the equality agenda
* campaigning.

The impact which the nominee’s contribution has had on other members should be described.

Length of service should not on its own be a basis for nomination.

There are many members who give notable service to the union. It is important that proposers, and regional committees considering nominations, identify what is outstanding or exceptional about a nominee’s achievements.

# Distinguished Service Awards: Nomination Form

1. Name of nominee....................................................................................

Branch...................................................................................................

Membership number (if known).................................................................

Email address .......................................................................................

1. **Grounds of recommendation.**

Please describe those contributions made by the nominee which constitute outstanding service. It would normally be expected that this will include significant achievement at branch, regional, devolved nation, or national level. Some guidance is provided overleaf. Please be succinct, and try to confine your account to 500 words.

1. Details of the nominating branch or regional committee

This nomination is submitted by the following branch/LA or regional/devolved national committee:

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This nomination was approved by the following means (e.g., branch general meeting, committee meeting):

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Name of submitting officer:

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Email address:

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Office held in branch/LA/regional or devolved national committee:

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Signature ......................................................................

Date ..............................................................

**Please send completed forms to** demservices@ucu.org.uk **by email.**

Alternatively, hard copies of the completed form can be posted to the following address:

General Secretary
c/o Democratic services
University and College Union
Carlow Street
London
NW1 7LH

Telephone: 020 7756 2500

 **Receipt of all nominations will be acknowledged. If you do not receive an acknowledgement, please contact the office.**