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Description automatically generated**Sadhu Gupta MBE and The Rotary Club of Gourock**

**Young Citizens Award**

**Guidance Notes for 2021-22**

The Rotary International in Great Britain and Ireland (Rotary GBI) Young Citizen Awards (YCA) were created to celebrate the achievements and commitment of inspiring young people across Britain and Ireland.

The award is to showcase and celebrate the positive citizenship and important responsibilities assumed by many young people under the age of **25**.

The Rotary Young Citizen Awards is internally managed by the Rotary Club of Gourock Youth Services Convener with Norman Pettigrew working as the responsible liaison for club and other contact.

The winners of the Sadhu Gupta Young Citizen Awards will receive a trophy, certificate and £200.

Those nominated do not have to be working on a Rotary project to be eligible for an award. What matters is that they, individually or as part of a group, have made a positive difference which is recognised by a local Rotary club or district or organisation (for example, local authority, school, college, university, youth group, cadets) as worthy of a nomination; for example, they might be champions in their school or local community, young carers, fundraisers, volunteers or have shown particular courage in some way.

Sadhu Gupta and The Rotary Club Of Gourock recognise that there are many young positive role-models who are going out of their way to make a difference to our world and the Awards showcase the good that young people are doing

Every nomination will receive a personalised certificate from The Rotary Club of Gourock which will recognise the achievement that led to being nominated. The Rotary club or district is responsible for submitting nominations to the District/ National Young Citizens Award 2022/23

All entries will be reviewed, and a short list drawn up before the winners are identified by the judging panel.

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If Young Citizen Nominees or Awardees are aged between 9 - 25 years old, they could also, if eligible according to the criteria, be nominated for the Diana Award (please read their website - [www.diana-award.org.uk](http://www.diana-award.org.uk)) which was set up in 1999 to act as a lasting legacy to Diana, Princess of Wales, who firmly believed that young people have the power to change the world for the better.

**Nominations**If you’re looking to nominate a young person or group for a Sadhu Gupta Rotary Young Citizen Award, then you’ve already decided that these young people are worthy of recognition; by nominating them, you are acknowledging their commitment to whatever effort they have made.

The Rotary Young Citizen Award has no set categories and therefore does not limit who can enter. Individual young people and groups of young people, **aged under 25 years, can be nominated**

Please provide as much information about the young person/people nominated as possible. This can include newspaper or other media coverage and videos (from YouTube, etc.) but don’t rely on this as the only evidence of work done by the nominee. Other information can include statements from the young people’s school or from organisations or people who have benefitted from their help, charity numbers, schemes which are up and running and speaking to those involved, obtaining statistics, financial figures if relevant, etc. The nominee(s) can also produce a video of their work/project as part of the application; use of a mobile phone is acceptable.

Please nominate any young people you know who have made a difference locally, nationally or internationally and who deserve recognition of their personal achievements.

All submissions for the Sadhu-Gupta and The Rotary Club of Gourock will receive an email confirming receipt of the nomination.

All candidates will have the option for their submission to be nominated for the RIBI National Young Citizens Award by The Rotary Club of Gourock on a separate RIBI Entry Form. A separate Guidance form will be provided for nominees to the National Award

**Nomination deadline: The Sadhu Gupta and The Rotary Club of Gourock Young Citizens Awards is Friday 30th September 2022**

* Written permission to use photos for publicity purposes must be obtained from the parent/guardian and must be sought only after the winner has been identified. Permission for photographs should be sought in conjunction with the arrangements to contact the winner regarding PR opportunities.
* All forms upon which personal information is collected must have a separate ‘privacy notice’ section ON the form. This section must refer to the general privacy notice for Rotary International in Great Britain & Ireland, together with the club and district privacy notices. In addition, there should be a supplementary privacy notice specifically relevant to the award, i.e. detailing a summary of what personal information is collected, how it will be used, who it will be shared with at the various stages and for what purpose. The privacy notice on the form must also advise when the personal information will be destroyed (see below).
* Where the nominee is under 18 years of age at the time the nomination form is signed and submitted, then parental/guardian consent must be obtained. A nominee under the age of 18 years of age is not permitted to sign the nomination form. Where the nominee is 18 years of age or over, care should be taken to ensure that the individual is legally eligible to sign the consent form.

A club involved in a Young Citizen Awards has a responsibility to ensure that all those persons involved in administering the award and holding personal information, must destroy the nomination forms and all other documentation/spreadsheets etc. associated with the Young Citizen Award by the 3rd August 2023