

## **THE REGIMENTAL MEDAL AND CERTIFICATE OF MERIT – HOW TO WRITE A NOMINATION AND WHO DESERVES AN HONOUR?**

The aim of this short instruction is to give guidance to those who wish to nominate a member of the Regiment (serving or veteran) for the award of the Regimental Medal and Certificate of Merit. However, the guidance is also applicable if you are considering nominating someone for a national award in the annual honours and awards (New Year's' List and Queen's Birthday List). Further detail on nominating a civilian (i.e. not serving military or MoD civil servant) for a National award can be found at the following web site:

[www.gov.uk/honours](http://www.gov.uk/honours)

The Regimental Medal and Certificate of Merit is awarded by the Colonel of the Regiment after discussion and agreement by the Regimental Council. The honour is designed for long and meritorious service or for an outstanding achievement.

Nominations will be considered twice a year at the Regimental Council Meetings (spring and autumn). Those writing the nominations are encouraged to expose the initial drafts to Area/RHQ early as this will speed the process and probably ensure clearer passage for the deserving - and weed out the undeserving, before undue effort applied. If in doubt please get advice.

It should be noted that there are always fewer honours than people who deserve them and because they are rare, they should be reserved for people:

- who have changed things especially by solid, practical achievement;
- whose work has brought distinction to Regimental life or enhanced the Regiment's reputation in their area or activity.

If you think your nominee demonstrates one or both of these accomplishments and that their contribution stands out from other people's, please consider nominating them for an honour.

### **How do I write a nomination?**

The most important thing is to provide evidence of what they've done and how they've made things better for others. The ideal length is no more than 1 page of A4 typed text. Although there is not an official template the ideal structure to follow is:

- Paragraph 1: a short paragraph providing Regimental background. Date joined Battalion/s served in, operational tours etc. Current role within the Regimental organisation e.g. Chairman of Association Branch, fund raiser. Number of years working on behalf of the Regiment.
- Paragraphs 2 and 3: The meat of the citation. Tell the story of what they have done and their achievements. There must be examples of how they have contributed to Regimental life, for example organised and run charity fund raising which has raised over £??? For regimental charities. How they arranged Regimental events which have been hugely successful and grown over a period of time into major regimental events. Examples are given at the end of this guidance.

- Paragraph 4: short concluding paragraph which pulls the citation together emphasising the outstanding performance of the nominee and strongly stating that they are deserving of official recognition.

Every nomination is different. But your nomination must tell the story of what your nominee has done. Give examples of how they have demonstrated outstanding quality. Show how your candidate has:

- contributed in a distinctive way to improving the lot of those less able to help themselves;
- devoted themselves to sustained and selfless voluntary service;
- shown innovation or creativity in delivering lasting results.

A good nomination should also describe as vividly and precisely as possible the difference their contribution has made. Try to answer the following questions

- how were things before they began?
- how are they now?
- what makes your candidate different from others doing the same thing?

**Give examples to support these claims.**

Show how your nominee has:

- earned the respect of their peers and become a role model in their field;
- produced, perhaps against the odds, sustained achievement which has required moral courage, vision, the ability to make tough choices or determined application and hard work.

As long as they are accurate, do not be afraid of using superlatives (praiseworthy adjectives) in citations. Honours exist specifically to recognise superlative achievement. But remember that superlatives without an explanation are just hot air. Take care always to support any assertions with hard evidence. Do not just say that an achievement has had a widespread effect: describe what that effect has been and show why it has been important. It is achievements and the effects of them that deserve an honour and that will convince The Regimental Council or Honours Committee to endorse your recommendation.

**How do I find the right words?**

Effective nominations often include nouns such as:

- |               |                |              |
|---------------|----------------|--------------|
| determination | commitment     | respect      |
| drive         | sustainability | recognition  |
| innovation    | creativity     | selflessness |
| impact        | zeal           | performance  |
| ambassador    |                |              |

Adjectives such as:

trusted	unstinting	conscientious
wise	inspirational	peerless
persuasive	passionate	exemplary
resourceful	enthusiastic	fair
tenacious	sympathetic	admired
unflustered	supportive	vibrant
dogged	articulate	diligent
dedicated		

and phrases such as:

making a difference	going the extra mile	role model
overcoming obstacles/adversity	head and shoulders above the rest	

### **What shouldn't I do?**

The Regimental Council will judge candidates' merits on the information provided to them. A good nomination is the foundation for that. Only the strongest nominations will result in an honour. To write a good citation, there must be enough information in the nomination to make a good case. So your nomination shouldn't be:

- an extended CV;
- a list of educational achievements;
- a list of appointments, awards or posts;
- a job description showing what the person is meant to do.

Because poor citations often list these things, a frequent complaint from the regimental Council/honours committees is that the person recommended is "doing no more than their job" or "doing nothing that stands out". Instead, your citation should describe what is special about your nominee's achievements and show memorably and persuasively how and where they have made a difference.

If you are nominating someone for a National award then you will need to ensure that two written letters of support accompany your nomination. They need to be written by people who know the nominee personally. It doesn't matter who the supporters are, but they must be able to talk about the nominee from first-hand experience. Again details on the procedure can be found at the following web address: [www.gov.uk/honours](http://www.gov.uk/honours)

Also note that the finished citation (Regimental Medal) needs to be of a very high standard as it will be printed, framed and presented to the recipient. Anything less than excellent merely detracts from the award and puts the Regiment potentially in less-than good light.

## How to write nominations – some examples

Below are three examples from successful citations which are from the Honours web site. Example 4 is from a successful Regimental Medal citation. They show the sort of structure and content of paragraphs 2 and 3 (i.e. the meat of the citation). They demonstrate how to tell the story of the nominee.

**Example 1:** *“She has devoted most of her spare time to running a social club for elderly people with learning difficulties. She says such people are sadly neglected in society and, although she is in full-time employment in a Tesco store, she runs this club with two helpers, a small budget and a lot of hard graft. Over the past five years, more than 200 people have benefited from the facilities, as well as their carers who have been given valuable respite from their responsibilities.”*

This nominee is helping others voluntarily and in doing so has helped and made life better for many others. It's very clear that she is the key person getting the club going and the nomination also makes clear the number of people who have benefited from her work.

**Example 2:** *“He lived on an estate with high numbers of single mothers and disaffected young people but, instead of moaning about the youth of today, he started to listen to them and, as a result, started a club with sporting activities and facilities for mothers and their children. This is now used by 500 local teenagers. He had to work hard to gain the support of police and other agencies but was determined to succeed. Now, a once crime-ridden, hugely unpopular estate, is thriving with a real sense of purpose and achievement and crime rates have plummeted.”*

This nominee has taken the initiative to do something to help his community. He has identified a need and started something from scratch to make things better for others. And he has been very successful: the figures in the nomination make clear the level of the impact he has had.

**Example 3:** *“She has transformed the agency from an organisation troubled by high profile technical operational challenges into a highly effective body with 96% of customers satisfied with the services her staff provide. The IT system is user friendly and a model of good practice.”*

This example demonstrates that the nominee has personally turned around a failing company and in doing so has made it an exemplar for others.

**Example 4:** *“For over 25 years he has been a prolific fundraiser in the community. Since 1992 he has stood outside the local supermarket every Saturday in all weathers rattling his tin for good causes. He has during this time raised around £???? for the Fusiliers Aid Society. On retirement in from the Army in 1990 he began to organise annual Association functions. These events activities have brought the Regimental family together and reunited many friendships and have helped to raise over £???? for the Fusiliers Fund.”*

This Regimental nominee has given his time and effort over decades and in doing so has both supported the regiment by fund raising but also by bringing the Regimental family closer together.