



## **ORGANIZATION / COMPANY NOMINEE PROFILE**

### **A) A brief summary of organization / company being nominated which could include:**

- 1) Name of Nominee (Organization / Company)
- 2) Year established
- 3) Scope:
  - a) What does the organization / company do?
  - b) Geographical location of it's operations
- 4) Tools/ Methods/ Activities used to contribute to community.
- 5) Name of team leader.
- 6) Names of board members.
- 7) Names of Partners / Donors / Associates (where applicable)

### **B) HISTORY**

- 8) Area of work and duration worked;
- 9) Previous awards / recognition /commendations of / for service (relevant awards)

### **C) NOMINATOR AND REFEREE INFORMATION**

**Name of person / organization making the nomination**

Contact details of nominator:

Relationship with nominee:

Duration of relationship with the nominee:

What inspired the nomination of this organization:

<b>Name of Referee (1)</b>	<b>Name of Referee (2)</b>
Base of operations	Base of operations
Relationship to nominee	Relationship to nominee
Duration of relationship to nominee	Duration of relationship to nominee
Other comments:	Other comments:

**D) DESCRIPTION OF NOMINEE BY NOMINATOR**

<p>(a) What inspires / motivates the nominee ?</p> <p>(b) Impact on others</p> <p>(c) Impact on self</p>
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**E) SUPPORTING DOCUMENTS**

**Kindly attach any of the following:**

Pictures	News (paper) articles	Recommendation letter	Video	Other(s)
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## **THE SUBMISSION FORMAT**

Please tell the organization / company story accurately, passionately and in detail, ensuring to address the following issues

### **The Persons**

- 1) Background Information
  - Please provide information on the history of the nominee
- 2) List any past awards or recognitions for the nominee
- 3) Provide reasons for the Nomination
  - Please provide information on the nominee's activities, length of service, and accomplishments (in chronological order starting with the most recent)
- 4) Describe the area of work in which the nominee is involved and the need for their service.
- 5) Describe the responsibilities, activities and achievements of the nominee
- 6) What impact has the nominee had on the community?
- 7) How does this nominee motivate and inspire others?
- 8) What experience does the nominee have working with or engaging diverse communities?
- 9) What qualities make this nominee stand out?
- 10) What special skills and experience does the nominee bring to their area of community service?

### **References**

List two referees, their names and addresses including telephone numbers

- One who knows the nominee on a personal basis
- One who knows the nominee on the basis of their community service (beneficiary)

**Limit your responses to a maximum of 200 words per question.**

**NB:** This summary is only a guide to assist in preparing nominations for organization / company individuals. Please add any other RELEVANT information that strengthens the case for the nominee. Terms used:-

**i) Nominee** is the organization or company being nominated for the awards

**ii) Nominator** is the person / organization / company that is making the nomination.

**iii) Referee** is the person who supports the nominator

See the COSA General Information on [www.ufadhilitrust.org](http://www.ufadhilitrust.org) for further information