



THE BUTLER TRUST

BUTLER TRUST AWARDS: SUPPORTING DOCUMENTATION

Important notes

- Please attach the “initial recommendation” for this nomination, but do NOT add any other attachments or links.
- For joint nominations, please complete one form for each nominee (please contact us before completing a joint nomination for more than 3 people).
- All nominations should be submitted via butlertrust.org.uk/submissions by **30 June** at the latest (or by the first Monday in July if 30 June is a weekend).

NOMINEE'S DETAILS

Nominee's name:

Workplace:
(i.e. establishment)

Rank and/or Job Title:

When did they start working in the sector?

Month:

Year:

Awards can be given for outstanding work in general (“doing their ordinary job extraordinarily well”), or for an outstanding piece of work, but in either case it should be over a sustained period...

Whether the nomination is for a piece of work, or for the person's work in general, over how long?

years

months

Note: We are unable to accept nominations for someone awaiting trial, serving a sentence, or on licence. However, a previous conviction is not a bar to nomination provided the person concerned has been living in the community, without further convictions, for at least three years.

Please tick to confirm that the nominee would **NOT** be excluded on the above basis

WHO RECOMMENDED THEM? (i.e. who made the original recommendation?)

Their name:

Their position:
(e.g. officer, prisoner, line manager)

Their email address:

LOCAL CHAMPION'S SECTION

NOTE: Please read the online guidance at butlertrust.org.uk/local-champions before completing.

Your name:

Your job title:

Your workplace:
(i.e. establishment)

Your email address:
(to update you about this nomination)

Please confirm that you have been asked to act as the local Butler Trust Champion for your establishment

To keep you up-to-date with the Awards, may we add you to our email news list?

Testimonials

Use this section for quotes in support of the nomination, from colleagues and prisoners/detainees.
[If you want to add any other supporting information, please use the next section instead.]

Additional Information (if applicable)

If you want to add any further information in support of the nomination, please do so here.

However, try to avoid repeating anything that's already been said; and take care to explain any jargon or acronyms (or better still, avoid them altogether!).

Finally, please confirm that the nominee is aware of being nominated for the Awards

Now please forward this, together with the “initial recommendation” , to the Governor/Director...
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GOVERNOR / DIRECTOR SIGN OFF

[To be completed by the No.1 Governor/Director (or, in their absence, by their Deputy (only)).]

Governor's/Director's* name:

Governor's/Director's* email:
(for updates about this nomination)

[* Please give the Governor/Director's details above even if the Dep is signing this off on their behalf.]

It would be very helpful to get your views on the relative merits of this person's nomination, especially if you are submitting a number of others. Please indicate below whether, in your opinion, this person:

- *is an excellent member of my team and worthy of recognition locally*
- *stands out locally and merits wider recognition*
- *is an outstanding individual worthy of recognition at a UK level (through our Awards)*
- *does not merit formal recognition at this time*

If you think this person deserves an Award, please outline what you think makes them special (please note: your comments can make a real difference, but you don't have to fill all the space!):

The Trust is committed to promoting equality, diversity, and inclusion, as well as dignity and respect, in its work; please confirm the nominee shares this commitment

Please let us know (by ticking the box) if they are no longer working in the sector, or you are aware of any plans for them to retire or leave the sector before the end of the calendar year

Please confirm their travel costs to attend the Award Ceremony, and Alumni Development Programme (2 sessions), would be covered if they receive an Award or Commendation

To keep you up-to-date with the Awards, may we add you to our email news list?

NB Please upload the completed nomination (inc. the "initial recommendation") by 30 June, to: butlertrust.org.uk/submissions (please do NOT email it to us directly).