

# Rotary Young Citizen Awards Guidelines

2023 – 2024

For ROTARIAN USE ONLY

**IMPORTANT - PLEASE READ**

alongside the Information Pack for the  
Rotary Young Citizen Awards

## Introduction

These guidance notes are for the Rotary in Great Britain and Ireland (Rotary GB&I) Young Citizen Awards and are for **Rotarian use only**.

This internal Rotary document is a guide to good practice and contains some important legal requirements you need to adhere to. It is supplemental to, and should be read in conjunction with, the public facing [Rotary Young Citizen Awards](#) Information Pack. If there is any substantive variance between the Information Pack and the Guidance Notes, the Information Pack takes precedence.

The Information Pack and these Guidance Notes will be followed for the National Rotary Young Citizen Awards. We recommend and encourage all clubs to adhere to them. However, you may vary any of the requirements at your discretion to suit individual circumstances.

An editable poster is available for download and customisation from the [rotarygbi.org](https://rotarygbi.org) website.

## Publicity and the wider work of Rotary

Clubs (and where appropriate districts and clusters) should arrange their own publicity for their level of participation in the identification and nominations of individuals or groups for the Rotary Young Citizen Awards, making every effort to showcase the wider work of Rotary. Experience proves that local papers are more interested in local people than large events held locally.

Rotary Young Citizen Award organisers should reach out to the District Youth, Public Image and Membership leads to see how they may be able to support you before, during and after the local process of finding and selecting the nominees. For example, you may wish to organise your own local events as part of that process. The Rotary Young Citizen Awards GB&I Team can be contacted for assistance by emailing [young-citizen@rotarygbi.org](mailto:young-citizen@rotarygbi.org).

Rotary Young Citizen Award organisers in clubs or districts should remember that these awards are to recognise exceptional young people or groups as outlined in the Information Pack. Rotary clubs should be supportive and encouraging to those making nominations and Rotary formalities should be kept to a minimum. Looking after nominees, their supporters and those making nominations should be a priority and preferential treatment should be given to them rather than to Rotarians.

Clubs, districts and clusters are encouraged to publicise the award locally and by using the official nomination form all necessary permissions are in place to do so. You are also encouraged to publicise the eventual winners of the Rotary Young Citizen Awards. Do let the young people, those who nominated them and any relevant group, school or other organisation know about any publicity you are doing.

## Nomination, including the required endorsements by a Rotary club

Remember that these Awards are open to all young people (individuals or a group) up to the age of 25 on 31<sup>st</sup> August 2023.

Young people may be nominated

- Privately
- or by any group or community organisation including schools and colleges, home educated, other young peoples' community organisations, for example, community RotaKids, community Interact, Scout Groups, Girl Guides, etc.
- or by a Rotary club (or Rotary district).

**ALL nominations must be submitted in the first instance to a Rotary club** as outlined in the Information Pack. Only nominations endorsed by a Rotary club will be considered by Rotary GB&I.

The club should review all nominations they receive and may endorse as many as they wish, including the ones they have nominated themselves.

If a Rotary club receives a nomination that they determine is not suitable for endorsement and submission, they should notify the nominee accordingly.

**All endorsed and sponsored nominations should be submitted by the Rotary club to Rotary GB&I by the deadline of Monday 26<sup>th</sup> February 2024.**

## Submission of endorsed nominations

The Rotary GB&I official nomination form for the Rotary Young Citizen Awards must be used and needs to be completed in full. Any nominations from a Rotary club or which has come from others via a Rotary club and has been endorsed by them, should then be submitted to Andy Smith in the Rotary Club and District Support (CDS) Team by emailing them to [cds@rotarygbi.org](mailto:cds@rotarygbi.org).

- **IMPORTANT RESTRICTIONS TO NOTE:** Please note that entries and supporting information sent electronically **MUST NOT EXCEED 15Mb** per email sent as any and all emails over this size limit will not be received at the Support Centre. Alternative options are to send the nomination and supporting information across several emails or contact Andy Smith, Rotary CDS Team, [cds@rotarygbi.org](mailto:cds@rotarygbi.org) to organise alternative file transfer options.

## Venues

Venues chosen for any local events connected with the Rotary Young Citizen Awards should have suitable facilities for the nominees and supporters. For example, you may choose to hold a celebration of those young people in your community who have been nominated for the Awards. It goes without saying that the chosen venues must meet all criteria for access by everyone.

If an event is more than three hours long, light refreshments should be provided or made available. Sponsorship could be sought or receipts from the sale of programmes might help offset the costs.

Travelling time to and from the venue should be considered.

## Rotary GB&I Policies and Procedures to be followed for any events related to the Rotary Young Citizen Awards

These policies and procedures will be followed by Rotary GB&I for the Rotary Young Citizen Awards. Any local events related to the Rotary Young Citizen Awards should also be considered by the local organisers and applied as appropriate.

### Child Protection/Safeguarding:

The [Rotary GB&I Safeguarding Guidelines](#) **MUST** be followed. Local Rotary Young Citizen Award organisers are advised to liaise with Club and/or District Safeguarding Officers for any support needed.

### Health and Safety:

[Health and Safety procedures](#) **MUST** be followed. Local Rotary Young Citizen Award organisers are advised to liaise with Club and/or District Health and Safety Officers for any support needed. Even if

Rotary Young Citizen Awards are acceptable events under the Rotary GB&I Insurance Policy, the [Rotary Event Plan](#) and a [Risk Assessment](#) Form **MUST** be completed.

#### Insurance:

Local Rotary Young Citizen Award organisers **MUST** check the Rotary GB&I Rotary Club Insurance Guide annually - available on the [Rotary GB&I website](#). As our insurance policies are reviewed on an annual basis, changes to cover may be made from year to year. For Rotary Year 2023-24, Rotary's Insurance Brokers, Bartlett & Company Ltd, have indicated that all Rotary Young Citizen Awards are covered in terms of insurance and therefore notification about Rotary Young Citizen Award is not necessary.

However, organisers are still advised to check the [2023-24 Rotary insurance policy](#), available on the Rotary GB&I website.

The [Rotary Event Plan](#) and [Risk Assessment](#) referred to in the insurance guidance **must be completed**.

#### General Data Protection Regulations (GDPR):

All personal information collected **MUST** be GDPR compliant, including information for the Rotary Young Citizen Awards. The nomination form and procedure for Rotary Young Citizen Awards were reviewed and updated to be GDPR compliant when the regulations came into force.

Only the [GDPR compliant nomination form](#) published on the members' area of the Rotary GB&I website is to be used. **It must not be altered in any way.**

For the 2023/24 Rotary Young Citizen Awards, these procedures **MUST** be adhered to by all those administering, collecting or holding personal information in respect of them:-

- A privacy notice compliant with GDPR which covers all Rotary Youth Competitions/Awards **must** be publicised and adhered to by all those involved with the Rotary Young Citizen Awards.
- The [Rotary Young Citizen Award Nomination Form](#) is GDPR compliant. Those organising the Rotary Young Citizen Award **must** only accept the GDPR compliant Nomination Form.
- There is a parental/legal guardian consent form incorporated into the nomination form. Please ensure this is filled out, including the photo/video consent within it. The form also states that the images can be used in all form of media, locally, nationally and internationally. We recommend you highlight this to entrants and to their parents/guardians if they are under 18 or not legally eligible to give consent.
- No photographs of nominees are to be requested in advance of any local Rotary Young Citizen event with the exception of the national presentation ceremony for the winners where they may be included in a printed programme for the event.
- By using the GDPR compliant nomination form for the Rotary Young Citizen Awards the necessary consents will have been obtained correctly.
- In accordance with the Rotary privacy notice for all Rotary Youth competitions/Awards, all documentation, including spreadsheets, databases, etc, (whether at club, district, cluster or national level) relating to Rotary Youth competitions/Awards containing personal information must be destroyed 3 months after the date of the relevant Rotary Youth competition/Awards NATIONAL event.
- Rotary GB&I will retain the name and official images of the winners of the Rotary Young Citizen Award winners for future publicity. No other details will be retained, unless further, specific consent is obtained.

## Rotary Young Citizen Team

Any queries on these guidelines or on the Information Pack or Nomination Form should be made to the Rotary Young Citizen Awards organising team using the email address [young-citizen@rotarygbi.org](mailto:young-citizen@rotarygbi.org). Details of this team's members and other internal Rotary information about the Rotary Young Citizen Awards will be available shortly on the member's area of the [rotarygbi.org](http://rotarygbi.org) website.

## Important Dates

Each club should determine and advise locally the date for the submission of nominations to them and/or by them. This date should leave sufficient time for the official nomination forms received by a club to be reviewed, and if deemed suitable, endorsed by them.

The club must then forward all endorsed nominations to the Rotary Support Centre as set out on page 2 above by the deadline of **Monday, 26<sup>th</sup> February 2024**.

**The Rotary Young Citizen Award ceremony for the winners** will be held on **Saturday, 20th April 2024** at St Benedict's Catholic High School, Kinwarton Road, Alcester, Warwickshire, B49 6PX.

**IMPORTANT: The Rotary Young Citizen Awards will be held alongside the Rotary Young Chef National Final and we encourage everyone to stay for both events and support all the young people involved.**