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**REPORT 6**  
*(1215/12/IM)*

## **TAWA COMMUNITY CIVIC AWARDS - PROGRESS TO DATE**

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A progress report from the Tawa Community Board Civic Awards organising group is attached as Appendix 1.

It is recommended that the Tawa Community Board:

1. *Receive the information.*

## TAWA COMMUNITY CIVIC AWARDS 2012

### PROGRESS REPORT AS AT 4 APRIL 2012

The organising group comprises Ngaire Best, Margaret Lucas, Malcolm Sparrow & Robert Tredger.

#### PROPOSED TIME FRAME FOR THIS YEAR'S AWARDS:

Publicity commences week of: Monday 23 - Friday 27 April  
Closing date for nominations: Friday 25 May  
Awards ceremony to be held: Friday 22 June

The judging panel will comprise two or three members from the community board. Plus

two or three members of community (to be part of judging panel) yet to be determined.

Proposed meeting date of judging panel: Monday 28 May

#### TASKS AT THIS STAGE:

Book facility	- DONE
Book mayor	- DONE
Book photographer	- DONE
Book sound system	- DONE
Book prizes	- Margaret taking responsibility
Book group for entertainment (barbershop quartet?)	- Margaret taking responsibility
Catering	- Margaret taking responsibility

Malcolm:

Arrange printing of 5000 full colour, two-sided A4 nomination forms (updated version) with a small number of script amendments.

Arrange printing of 60 full colour, single-sided A4 posters for publicity purposes.

#### TASKS FURTHER DOWN THE TRACK:

Press releases

Signs on Main Road

Arrange for mail out to around 100 stakeholders

Email to schools & churches (for inclusion in newsletters)

Email to community

Arrange for A5 certificates (as previously) for each nominee, plus frames for 7 A4 winners.

**EXPECTED COSTS in 2012 – estimates only:**

(The bracketed figures are from 2010)

Printing 5000 full colour, two-sided A4 nomination forms (updated version)	
with a small number of script amendments	1200 (1100)
Distribution of nomination forms	410 (275)
Printing 60 full colour, single-sided A3 posters for publicity purposes	20 (15)
Photography including printed photo for each nominee	400 (360)
Certificates (30 to 50) + 6 frames	250 (200)
Up to 5 prizes + one \$75 book voucher	400 (350)
Catering	500-1200 (1200)
	<b>TOTAL 3180-3880 (3500)</b>

We don't seem to have previously made an allowance for miscellaneous expenses such as postage, balloons, etc.

**DECISION TO INCLUDE ROTARY YOUNG EMPLOYEE CATEGORY:**

We have agreed to include a seventh category as follows:

**Rotary Young Employee Award (17-24 years)**

Displaying energy and enthusiasm in undertaking workforce responsibilities

This award will be funded by the Rotary Club of Tawa.

The existing categories are:

- Arts and Culture
- Educational and/or Child/Youth Development
- Health and Wellbeing
- Heritage and Environment
- Sport and Leisure
- Youth (15-24 years)