**DISTINGUISHED SERVICE MEDAL GUIDELINES AND NOMINATION FORM**

**MEDAL DETAILS & CRITERIA**

**Silver Distinguished Service Medal – Silver Medal**

1. Eligible after 10 years of **EMINENT SERVICE AND ACHIEVEMENT** in a volunteer capacity, and for an employee who has consistently extended themselves in a notable manner well beyond the expectations of their remunerated role.
2. This service may include a combination of Award Unit level, Division office, governance appointment, Ambassador/advocate role or at an international level. This may include substantial financial or in-kind support.
3. **EMINENT** refers to: distinguished, renowned, esteemed, notable, significant, influential.
4. Indicators of **EMINENT SERVICE AND ACHIEVEMENT** include:
5. Extended service and achievement above and beyond their role.
6. The volume of activity or contribution is well above average.
7. Shown initiative that has led to the Award being applied in new areas, or substantially grown in areas previously not well established.
8. Overcome significant personal challenges or personal circumstances to remain an active and substantial contributor.
9. Has mentored, recruited, or substantially supported new Award Units forming or Award Leaders undertaking their role.
10. The National Board may vary the minimum time of giving service but to no less than 5 years of eminent service if accompanied by substantial financial or in-kind support, the nature of which has provided significant increases in capacity to the Award’s growth and outreach.
11. A Distinguished Service Medal cannot be presented for financial or in-kind support alone.
12. The number of Silver medals is limited to a maximum of double the eligible number of Gold medals (see below).
13. Approved by the National Board, or as delegated to a sub-committee
14. Arranged by National Award Office
15. The recipient will receive a fully size medal, a miniature medal, medal ribbon bar and a lapel pin. A certificate will be presented, signed by the Award Operating Authority Chair and/or the CEO of the NAO, and/or the National Patron.
16. A replica court medal is available for uniformed personnel, if approved by the respective organisation.
17. The Distinguished Service Medals are the same design as the Bronze Long Service Medal but with a distinctive ribbon made up of the 5 colors of the Award logo.
18. The medal when worn is positioned on the right chest. The lapel pin is worn on either lapel.

**Gold Distinguished Service Medal – Gold Medal**

1. Eligible after 20 years of **EMINENT AND EXCEPTIONAL SERVICE** **AND ACHIEVEMENT** in volunteer capacity and for an employee who has consistently extended and distinguished themselves amongst their peers in a notable manner well beyond the expectations of their remunerated role.
2. This service contribution must be defining or adding a significant contribution in the evolution of the Award as a program, in its delivery or in the organisation’s governance.
3. This service may include a combination of service at an Award Unit level, Division office, governance appointment, Ambassador/advocate role or at an international level. This may include substantial financial or in-kind support.
4. **EMINENT** refers to: distinguished, renowned, esteemed, notable, significant, influential.
5. Indicators of **EMINENT SERVICE AND ACHIEVEMENT** (as required for Silver) include:
6. Extended service and achievement above and beyond their role.
7. The volume of activity or contribution is well above average.
8. Shown initiative that has led to the Award being applied in new areas, or substantially grown in areas previously not well established.
9. Overcome significant personal challenges or personal circumstances to remain an active and substantial contributor.
10. Has mentored, recruited or substantially supported new Award Units forming or Award Leaders undertaking their role.
11. **EXCEPTIONAL** refers to: extraordinary, atypical, greater quality or quantity than would be expected.
12. Indicators of **EXCEPTIONAL SERVICE** **AND ACHIEVEMENT** include:
13. Known, respected, and recognised by their peers and by organisations that are external but related to the Award.
14. Has bought significantly positive attention to the Award over time.
15. Their direct contribution, or through securing the support of others, has been of statewide or national importance or significance in the Awards’ development.
16. The contribution must be critical in substantially furthering the growth and outreach of the Award nationally and/or internationally.
17. A Distinguished Service Medal cannot be presented for financial or in-kind support alone.
18. The National Board may vary the minimum time of giving service but to no less than 10 years of eminent service if accompanied by substantial financial or in-kind support, the nature of which has provided significant and substantial increases in capacity to the Award’s growth and outreach.
19. The number of Gold medals is limited to the number of living recipients which total no greater than the number of years that the Award has been operating in Australia, (established in 1959).
20. Approved by the National Board or as delegated to a sub-committee.
21. Arranged by National Award Office.
22. Presented at a Vice-regal event such as at a Gold Award ceremony.
23. The recipient will receive a full size medal, a miniature medal, medal ribbon bar and a lapel pin. A certificate will be presented, signed by the Award Operating Authority Chair and/or the CEO of the NAO, and/or the National Patron.
24. A replica court medal is available for uniformed personnel, if approved by the respective organisation.
25. The Distinguished Service Medals are the same design as the Bronze Long Service Medal but with a distinctive ribbon made up of the 5 colors of the Award logo.
26. The medal when worn is positioned on the right chest. The lapel pin is worn on either lapel.

**DISTINGUISHED SERVICE MEDAL NOMINATION FORM**

**RECIPIENT DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | | | |
| Residential Address |  | | | |
|  | | | |
| Contact Information | Mobile: |  | Email: |  |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application (Select/Tick) | **Silver** Distinguished Service Medal |  | **Gold** Distinguished Service Medal |  |
| Proposed date of Medal Presentation (DDMMYYYY) | | |  | |

**RECIPIENT AWARD SERVICE HISTORY**

Please attach substantiating documentation to verify **EMINENT AND/OR EXCEPTIONAL SERVICE AND ACHIEVEMENT** for each new role or type of service and achievement. This includes evidencing financial or in-kind contributions. Supporting documentation is **MANDATORY** for a nomination to be considered. Please refer to eligibility criteria and indicators above.

|  |  |  |  |
| --- | --- | --- | --- |
| Award Unit/ Organisation/ Award Level | Role | Dates of Service  MMYYYY-MMYYYY | Description of service and notable outcomes  List and attach supporting documentation |
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|  |  |  |  |
| Additional Notes |  | | |

**REFEREE DETAILS**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 1**. Full Name |  | | | |
| Award Unit/ Organisation |  | | Role |  |
| Relationship to Recipient |  | | | |
| Contact Information | Mobile: |  | Email: |  |
| Supporting Documentation  (list and attach) |  | | | |

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| **Referee 2.** Full Name |  | | | |
| Award Unit/ Organisation |  | | Role |  |
| Relationship to Recipient |  | | | |
| Contact Information | Mobile: |  | Email: |  |
| Supporting Documentation  (list and attach) |  | | | |

**NOMINATOR DETAILS**

Note: The nomination is being made to the National Medals & Awards Committee who approve medals on behalf of the National Board

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Full Name |  | | | |
| Mailing Address |  | | | |
|  | | | |
| Award Unit/ Organisation |  | | Role |  |
| Relationship to Recipient |  | | | |
| Contact: | Mobile: |  | Email: |  |
| Signature |  | | | |

**Send completed form and attachments to the Medals & Awards Committee.**

Email: [ceo@dukeofed.com.au](mailto:ceo@dukeofed.com.au)

Post: Level 3, 189 Kent Street, Sydney NSW 2000

**For further information:** 02 8241 1500 (select prompt 3). **Note** Allow for at least 3 months for nominations to be processed.