



Nominating Someone for an Honour: A Quick Guide

STEP 1: IDENTIFY YOUR NOMINEE

Honours are awarded to individuals who are:

- providing long-term voluntary service
- providing innovation and entrepreneurship
- making a difference to their community or field of work
- improving life for people less able to help themselves
- displaying moral courage

STEP 2: GET HELP

The process involves filling in a form and getting two letters of support so gather the support of a few folk who know the nominee and plan your next moves.

To avoid disappointment, the person must NOT know they are being nominated. Keep the secret!

You can also contact the Lieutenancy for help.



STEP 3: GET THE FORM

You can contact Customer Services at the Council on 01856 873535, or download the form here:

www.orkneylieutenancy.org.uk/writing-the-application

STEP 4: WRITE TWO LETTERS OF SUPPORT

Get your supporters to write letters that:

- confirm that the person is doing what they are being nominated for;
- confirm that an Honour would be supported by the community;
- describe recent achievements;
- describe the impact that the person has had; for impact, consider what wouldn't exist or happen without your candidate's input and whether what they have done is voluntary or in a paid capacity.

Share the content across both letters so that each has a separate focus. You can also include photos, articles and other supporting material.

STEP 5: CHECK IT ALL OVER AND SUBMIT

It's a good idea to have (trusted) fresh eyes read everything over. Once you are satisfied you are ready to send the form to:

Honours Secretariat
Scottish Government
Victoria Quay
Edinburgh EH6 6QQ

Or email to
protocolandhonours@gov.scot