



Recognising our unsung heroes



**How to nominate
someone for a National
Honour**

What are National Honours

Each year The King recognises the extraordinary achievements of people from all walks of life and of all ages within our communities. These are the people who really make a difference to the lives of those around them and are outstanding at what they do. Two Honours Lists are published each year - New Year Honours at the start of the year in January and The Birthday Honours in June.

Work & achievements that receive recognition

People receive honours for various reasons. These may include:

- Making a difference to their community or field of work
- Enhancing Britain's reputation
- Long-term voluntary service
- Innovation and entrepreneurship
- Changing things, with an emphasis on achievement
- Improving life for people less able to help themselves
- Displaying moral courage

Their work and achievements must be exceptional to make them worthy of receiving an honour.

How to nominate someone for a National Honour

Full instructions and a nomination form can be found on www.gov.uk/honours. The nomination process can be time consuming, but it is extremely rewarding if your nomination is successful.

Here are some pointers to help you:

- Start and finish with a strong sentence
- Highlight the individual's achievements and the impact
- Start with the most recent and important
- Check that the information is factual and up-to-date
- Include stats, facts & figures, key dates
- Ask people to provide letters of support - good letters can be really impactful
- Please do not tell the individual that they are being nominated!

If you need help with the nomination please do ask the Lieutenancy for guidance.

Types of Honours and Awards

Companion of Honour

This is awarded for having a major contribution to the arts, science, medicine or government lasting over a long period of time.

Knight or Dame

Awarded for having a major contribution, usually at national level. Other people working in the nominee's area will see their contribution as inspirational and significant.

Commander of the Order of the British Empire (CBE)

This is awarded for having a prominent but lesser role at national level, or a leading role at a regional level. Also awarded for distinguished and innovative contribution to any area.

Officer of the Order of the British Empire (OBE)

Awarded for having a major local role, including people whose work has made them known nationally in their chosen area of specialism.

Member of the Order of the British Empire (MBE)

Awarded for an outstanding achievement or service to the community. This will have had a long-term, significant impact and stand out as an example to others.

British Empire Medal (BEM)

Awarded for a “hands-on” service to the local community. This could be a long-term charitable or voluntary activity, or innovative work of a relatively short duration that has made a significant difference.

Anyone can be nominated.

All nominations are treated the same.

Over 1000 people are awarded in every honours list.

And, only a small percentage of these are celebrities!

About the Lord-Lieutenant

The Lord-Lieutenant is the personal representative of The Sovereign in Worcestershire. She represents HM The King on a wide variety of occasions which merit Royal support and which celebrate significant achievement in the public, private and voluntary sectors.

The Lord-Lieutenant works across the County with her Deputy Lieutenants to promote Worcestershire and to help it become a better place in which to live and work.



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