

**The Distinguished Service Medal Application Form**

**MEDAL DETAILS & CRITERIA**

**Distinguished Service Silver Medal**

1. Eligibility for nomination:
2. 10 years of eminent service and achievement in volunteer capacity and for an employee who has consistently extended themselves in a notable manner well beyond the expectations of their remunerated role. 10 years of eminent service in a volunteer capacity and achievement which may include a substantial financial or in-kind support and for an employee who has consistently extended themselves in a notable manner well beyond the expectations of their remunerated role.
3. 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 a significant increased capacity to the Award’s growth and outreach.
4. Service may include a combination of service at an Award Unit level, Division office, governance appointment, Ambassador/advocate role or at an international level.
5. A Distinguished Service Medal cannot be presented for financial or in-kind contribution alone.
6. The number of Silver Medals Awarded are limited to a maximum of double the eligible number of Gold medals (see below).

**Distinguished Service Gold Medal**

1. Eligible for nomination:
2. Eligible after 20 years of **eminent and exceptional service** **and achievement** in volunteer capacity and achievement which may include a substantial financial or in-kind support, 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 at a consistently high level.
3. The National Board may vary the minimum time of giving service but as a guide, no less than 10 years, based on the substantial benefit gained by the Award as a result of the nominee’s contributions. Service may include a combination of service at an Award Unit level, Division office, governance appointment, Ambassador/advocate role or at an international level.
4. The nature of the eminent contribution has been critical in substantially furthering the growth and outreach of the Award nationally, internationally or within a specific locality or youth cohort.
5. A Distinguished Service Medal cannot be presented for financial or in-kind contribution alone.
6. The number of gold medals are 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).

**Arrangements**

1. Nominations will be received and checked by the National CEO.
2. Nominations are reviewed and approved by the National Board’s Medals & Awards Committee based on criteria that ascertains “eminent’ and “exceptional” service and achievement. As appropriate input will be sought from the relevant State/Territory Board or Division Office and referees
3. Arranged by National Award Office
4. Presented at a Vice-regal event such as at a Gold Award ceremony or a reception.
5. The medal when worn is positioned on the right chest. The lapel pin is worn on either lapel

**Medal Details**

1. The recipient will receive a full size medal, a miniature medal, medal ribbon bar and a lapel pin.
2. A certificate signed by the National Chair and the National Patron will be presented
3. There is the option to have a replica court medal for wearing on a uniform if approved by the respective organisation.
4. 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’s logo.



**DISTINGUISHED SERVICE MEDAL NOMINATION FORM**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Application For  (Select/Tick) | **Silver** Distinguished Service Medal |  | **Gold** Distinguished Service Medal |  |

|  |  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- | --- |
| Service to the Award | Role |  | From |  | To |  |
| Role |  | From |  | To |  |
| Role |  | From |  | To |  |
| Role |  | From |  | To |  |
| Role |  | From |  | To |  |
| Details about   1. eminent and exceptional (for gold) service and achievement and 2. financial or in-kind contribution   referring to the criteria for each medal  (please attach other supporting and substantiating information) |  | | | | | |

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| --- | --- |
| Referee (1)  State/Territory Board/Committee |  |
| Referee (2)  (other than nominee - name, role, phone and email) |  |

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| --- | --- |
| Supporting Documentation  (list and attach) |  |
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**Nomination Made By:**

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

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| Name |  | | | |
| Address |  | | | |
|  | | | |
| Contact: | Mobile: |  | Email: |  |
| Signature |  | | | |

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

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

or. Level 33, 88 Phillip 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.