



MOST OUTSTANDING CITIZEN (MOC) - 2024

Theme: Exceptional Contributions to the Society

Honouring few individuals or an organisation, who created an innovative product, service or an action which benefited the Society at large.

Lions International is the undisputed **global leader in community and humanitarian service** spread over the world in **200 counties, 48,000 clubs and over 1.4 million members**. Lions are men and women dedicated to serving those in need, whether in their own community or around the world. The mission of the Lions International is to **empower volunteers to serve their communities, meet humanitarian needs, encourage peace and promote international understanding through Lions Clubs** under the Motto of **We Serve**.

Lions International District 306 A-1 is the district spread from Colombo to Kataragama along the coastal belt. Our district has done services to the communities in and around our district for the last 7 decades.

We are going to have our annual convention on the 8th June 2024. In this convention we will be honoring a few individuals or organizations that have made a truly exceptional, sustainable contribution which provides inspiration for others, has influenced change, made an impact and demonstrable contribution to the community.

The full details are available to our district web site www.lions306a-1.org

If you know such people or organizations **who created an innovative product, service or an action which benefited the society at large** please take a little time off from your busy schedule and let us know at your earliest. We would like to honour few of them at our convention and give publicity to appreciate their worthwhile contributions to our society and motivate others too.

The dead line: 30th April 2024

You should send all the nominations by email to the following email addresses before the dead line deshanh@gmail.com and Keerthi@lions306a-1.org

If you need any details or clarifications you may call 0777272800 or 0777350677

Lions International District 306 A-1

Protocols for Nominating an Individual for MOC Awards

Self-nominations:

Generally not acceptable for individuals but the organization can submit nominations.

However if you think you are qualifying to the criteria you can apply. (If you think you have done an exceptional contribution to the society) We need full details with the references and referees to check the details you provide in the application. Please give proof of your achievements published in news papers, Public domain or any websites.

Focus on individuals who make a difference:

- Explaining the **impact** of what they do on individuals/society/environment provides the basis for a very strong case;
- Highlighting the **benefits** of their actions/activities/commitment, rather than simply describing the features, considerably strengthens the nomination.

Qualify claims:

- Give examples and be sure these will stand up to rigorous scrutiny;
- The examples need to be cited with verbal and written evidence and, where available, should be cross-referenced with the letters of support.
- Using facts and figures to illustrate the claims being made will considerably strengthen the case being made.

Key Features

Having identified someone you would like to recommend for an honour, think about the key features that you might highlight to justify the nomination and demonstrate that he or she / the organisation is exceptional.

Are you sure there is sufficient:

- Evidence the individual or the organisation is **inspirational** – examples of individuals who have changed the way they work or the work they do as a consequence of watching / listening to the nominee. Is there evidence of individuals or the organisations changing the way they behave as a consequence of watching how the nominee behaves?
- Evidence the nominee is **influential** – what has changed as a consequence of his / her or the organisation involvement? What are people doing that they wouldn't have done before the nominee became involved? How far does their influence spread?
- Evidence the nominee has had an **impact** – not just on people but also in other ways such as the environment, the culture, humanity or society locally (where they live). Have the individual's or the organisation actions created conditions and/or opportunities, which effected changes resulting in exceptional benefits to others? Some examples might include reducing isolation, reducing crime, increasing inclusiveness, increasing self-confidence and self respect, accessing education, reducing poverty, gaining employment, coping with serious illness, coping with exceptional challenges, such as a global pandemic.

Then use the **“So What test”**. When you have assembled all your thoughts about the individual or the organisation you are nominating try one additional check. We call this the **“So What”** test. Check if you have demonstrated:

- The nominee has undertaken roles / duties beyond what is expected of them in their substantive job – i.e. additional areas of service such as fundraising, working for a charity, leading a youth group.
- That the depth and breadth of their volunteering involvement is truly impressively significant.

- That the length of time the person or the organisation has given to their volunteering/additional role(s) demonstrates not only that their commitment has been sustained, but also their contribution / ideas have not been abandoned.
- What colleagues/the community/others would say about the nominee being given an award? How do they, for example, compare with others undertaking similar roles/activities?
- That what exactly makes them “special” and what makes them “stand out” is adequately described. You may find it helpful to ask yourself these final questions in order to ascertain if you have adequately described the individual or the organisation:

-Have you described their reported behaviours when undertaking this role? For example, are they described by others as going about their work quietly, are they well known for undertaking this role, have they sought personal publicity for either themselves, or have they shared the outcomes of their work/activities?

- What would be the impact of their actions if they stopped doing this? Have you described this?

Check if any other awards have been presented:

- Have you or anyone else put the individual or the organisation forward for any other awards for example local awards such as “Local Hero” “Exceptional Citizen” award? If so, include these details.

Special notes:

The nominator must have knowledge and understanding of the nominee's contribution to society in order to explain exactly why they believe the individual or the organisation is worthy of an honour; and to enable them to describe the impact the nominee has made.

Who are MOC Honours for? The nominator should think about what difference their nominee has made to their community or field of work; have they enhanced the Sri Lanka's reputation, undertaken long-term voluntary service, innovated or displayed entrepreneurship? Have they improved life for people less able to help themselves, have they changed things, have they displayed moral courage? In other words what has been the impact of their actions/activities? (Please read the information in the Green Boxes for you to get a clear idea of what we expect in the MOC Awards)

MOST OUTSTANDING CITIZEN (MOC) is for people or organisations:

- who have changed things, especially by practical achievement;
- have demonstrated innovation and entrepreneurship;
- are examples of the best sustained and selfless voluntary service;
- whose work has brought distinction to Sri Lanka's life or enhanced the Sri Lanka's reputation in their area of activity.

What makes a successful nomination?

Many more nominations for honours are made than are successful. The nominator needs to express the nominee's merits in a concise and dynamic manner, with **clear evidence**, in order to maximise the potential success of the nomination. Using **facts and figures** to strengthen the evidence is a vital aspect of any nomination.

As previously mentioned, the nominator needs to explain what **impact** the nominee's contribution has made. If relevant, how they enhanced a particular field, and how widely the impact has been felt within the field or beyond.

It should be explained what it is that has made the nominee's contribution so **significant**. What is **special/unique** about it? How does it **differ** from existing systems/policies/practices? Is the contribution **beyond** what could reasonably be expected of someone doing their job/fulfilling their role?

Identify evidence

Once the grounds for nomination have been established, the nominator should describe **evidence** that can be provided to **substantiate** these: how do they know this? How have they changed things? What were things like prior to their involvement? How are things now? What is the evidence, particularly of **impact**?

There is a need to provide evidence of:

- what he / she or the organisation have done;
- how he / she or the organisation have made things better for others.

Provide examples

How has the nominee demonstrated **innovation and entrepreneurship**? Is what he / she or the organisation have done new? Has it built on what already existed? If so, in what ways have they **improved** the situation that previously existed?

Where indicated, it should be explained how he / she or the organisation have delivered in a way that has brought distinction to Sri Lankan's life. Have he / she or the organisation shared what they have done? Has this been by speaking or publishing? Have he / she or the organisation encouraged others throughout the process? Have he / she or the organisation brought others along with them?

There is a need to provide examples of:

- how he/she or the organisation have demonstrated outstanding quality;
- how he / she or the organisation have contributed in a distinctive way to improving the lot of those less able to help themselves;
- how he / she or the organisation have devoted themselves to sustained and selfless voluntary service and over what period of time;

- how he / she or the organisation have shown innovation or creativity in delivering lasting results.

What difference he/she or the organisation have made

It is important to explain the difference he/she or the organisation have made. Are there examples which demonstrate he/she or the organisation is the **best in their field**? how they have earned the **respect** of their peers and become a **role model**?

There is a need to describe the difference their contribution has made:

- how were things before they began?
- how are they now?
- what makes them different from others doing the same things?

There is a need to provide details to support these claims by showing how they have:

- earned the respect of their peers and become a role model in their field;
- produced, perhaps against the odds, sustained achievement, which has required moral courage, vision, the ability to make tough choices;
- shown determined application and hard work.

The nominee's **sphere of influence** and **achievements** need to be explained. How widespread is their sphere of influence? Is it organisation wide/local/national/or international? Examples should be given.

The **key elements** of their achievements should be described and include how they have been **sustained**? If they have been sustained, how has this been achieved? Explain at what personal cost success has been. For example, have they needed moral courage, vision, the ability to make tough choices/decisions or been determined in their application and demonstrated their hard work? What **benefits have resulted** for individuals, groups or communities?

There is a need to:

- emphasise the nominee's sphere of influence:
local/regional/national/international
- indicate how the awarding of an honour would be received by
peers/sector/locality.

It is important to remember the nomination should not be just a description of the feature of this person's or the organisation's activities, but should focus on the benefits these activities have brought to individuals and/or communities and/or society and/or the environment. In other words, what effect has their achievement had and why is this so important?

Do not be afraid of using superlatives! The Government web site has a number of examples.

Describe how the nominee and their contribution **stand out from others**. Are there others giving a similar service to that of the nominee? If yes, what is it that makes the nominee and their contribution stand out from them?

If the nominee has been **recognised elsewhere** explain where: in the media, by awards, by professional/interest groups, through local government, other. If possible, provide evidence of this, e.g. newspaper clippings or letters.

Confidentiality

Strict confidentiality must be maintained throughout, especially when collecting evidence. This may be collected in the following ways – written, verbal and observed. The purpose is to show how the individual or the organisation has made things better for others.

The importance of highlighting as many **different sources of evidence** as possible is a key aspect of the nomination. For example: formal written e.g. publications/media reports; informal written e.g. notes/reports made by the individual or others about their achievement; discrete discussions with as wide a range of people as possible about the nominee's achievements.

Honours Nomination, Letters of Support and other Evidence

Identifying Nominations:

This is intended to help you think about a range of ways in which you can identify potential nominees for an award as part of your daily activities.

How do you find potential nominees?

- Consider how you might utilise your existing networks to identify potential individuals for nomination.
- How could you use work/leisure opportunities to observe / talk to people about their roles/volunteering?
- Consider what systems you are able to access which might assist you to encourage colleagues to suggest potential nominees to you. Are there existing initiatives you could access, for example: Citizen of the Year/Local Hero award?
- Consider who you have come across during the course of your activities that has left a lasting impact on you. Should they be put forward for an award?
- Think about individuals or the organisations who might either help you make a nomination or maybe nominate individuals themselves.

Structuring your nomination

- The nomination should be well-structured and logical clear, precise and concise.
- Present evidence to support your claims in as chronological order as possible to demonstrate progression.
- Do not shy away from superlatives – if you think the person or the organization is brilliant, say so!

Letters of Support

One or more letters are necessary to endorse the nomination from those who have had direct experience of the nominee's activities and/or benefitted in some way. These must include the full contact details of the supporter.

- They should be based on providing evidence of what a difference the nominee has made to them/ society/the environment.
- Those providing letters of support should not be selected only on the basis of their position and standing.
- All beneficiaries have equal value. Let them use their own words guide them but do not write the letters for them. All letters need to be different.

NOMINEE

Please clearly print or type the following details about the person or the organisation you are nominating.
You must ensure that all sections of this form are completed or we will be unable to consider your nominee.

I nominate the following person/the organisation for **MOST OUTSTANDING CITIZEN (MOC) –2024**

Surname: Wijewardane

It is most important that the name given is accurate and that the spelling is correct.

Forenames: Sunil

Known as:

If different from above. The organisation name can come here

Title: Dr E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.

Address: No 36,

Please include as full an address as possible.

Kotte Road,

Date of Birth: 12th April, 1966

Or approximate age if date of birth is not known. How old is this organisation

Telephone no: 077350.....

Mobile phone number and the residence / office phone number if possible

Details of the Nominee as described to match the criteria;
Give full detail and you can attach the content sheets and the
Letters of recommendations separately.

DETAILS OF THE PERSON MAKE THE NOMINATION

Please give the full details of you.
Phone numbers, email address for us to contact you for clarification of the nominee

Surname: Wijewardane

It is most important that the name given is accurate and that the spelling is correct.

Forenames: Sunil

Known as: Sri Lanka (Pvt) Ltd

If different from above. The organisation name can come here

Title: Dr E.g. Mr, Mrs, Miss, Ms, Dr, Rev etc.

Address: No 36,

Please include as full address as possible.

Kotte Road,

Telephone no: 077350.....

Mobile phone number and the residence phone number if possible

Details of the person making the nomination.

Please let us know the most convenient time we should contact you during the day