

# Project to give certificates of thanks to volunteers and front-line workers who helped the community during the Corona virus outbreak

Councillors agreed in principle at the Parish Council meeting that the Council should give out certificates of thanks to volunteers and front-line workers. The task is somewhat more complex than we might have thought so please look at the chart in the appendix and see if you think something is missing.

The purpose of this communication is twofold: to gain agreement on some fundamental matters and to ask for Councillors to help with one or more aspects of the task. Please fill in where there is blue print (you will need to click on “enable editing”).

## Agreements needed

### 1. Wording on the certificate.

An A4 sheet is suggested bearing words and some artwork. Please indicate which wording you prefer. (Suggest wording would be laid out at the top and bottom of the certificate with artwork in the middle).

*a. Certificate of Appreciation. For help offered to others in the Community during the Corona Virus Outbreak, 2020. Issued by Nuthurst Parish Council.*

*b. Thank you for helping the Community during the 2020 Corona Virus Outbreak. Awarded by Nuthurst Parish Council.*

*c. Nuthurst Parish Council thanks you for your help to the community during the Corona Virus Outbreak, 2020.*

My choice of wording is: -----

### 2. Names on the certificates.

It is suggested that we handwrite the names of volunteers and front line workers on the printed certificates. But, collecting the names of dustmen, milkmen, postman, supermarket delivery staff etc would be an additional task and it is suggested that unnamed certificates are sent to HDC Refuse Collection Dept, Post Office, Supermarkets etc to be put up on an office wall.

I am in agreement with these suggestions -----

### **3. Artwork**

It is suggested that St. Andrews School is asked to provide some pictures, which could then be attributed either to a pupil or the School if a composite work is used.

**I agree to the School being approached for artwork: -----**

### **4. Asking for nominations for recipients of certificates.**

Possible wording for an “advert” in The Link, NPC website, the Six Villages Facebook with a hyperlink to the form below. People could email or phone the Clerk if they prefer?

### ***Corona Virus 2020***

***Would you like to nominate someone who has been particularly helpful to you or the community during this difficult time?***

***The Parish Council would like to thank volunteers and front-line workers by sending out Certificates of Appreciation.***

***Please take a minute or two to help the Council by filling in the form below. Although we ask for your name and contact details, this would only be used if the Council had a query.***

***Nominated person’s name: -----***

***His/her address (for delivery purposes) -----***

***How was he/she helpful (optional)? -----***

***Your name and contact details: -----***

***Thank you very much.***

**I approve the wording of the “advert” for nominations. -----**

## **Offers of help with this project**

With the start-up of sub-committees and the Clerk’s already busy workload, it is important that she does not get landed with all the extra work created by this project. Therefore, could we please have volunteers for the following tasks:

**1. Contact with the School and obtaining artwork -----**

**2. Layout of certificate**

**Owen**

**3. Placing requests for nominations in Link and websites**

**Clerk**

**4. Contacting Millenium Group, Nuthurst Society, MOGRA Clerk**  
for names of volunteers with addresses

**5. Drawing up list of firms and addresses who have provided on-going services during the lockdown eg. Post Office, HDC bin collection etc -----**

**6. Getting three estimates for printing 100? copies of the certificate and providing info to Clerk -----**

**7. Sourcing card for certificates and envelopes and providing information to Clerk -----**

**8. Writing names/organisations on the certificates Owen**

**9. Taking responsibility for the distribution of the certificates (several volunteers needed) -----**

**Please return this communication to the Chair when you have answered the questions. Please do not start anything yet. A mock-up of a certificate will be sent out for approval once we have some artwork. Thank you for reading this and answering the questions.**

**Owen**

# Coronavirus Certificates of Appreciation

