

**Clans of Ireland Order of Merit**  
*An Order of Merit established to honour commitment to Irish culture and heritage  
in Ireland and among the Diaspora*

**NOMINEE**

*Please clearly print or type the following details about the person 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 for admission as a member of Clans of Ireland Order of Merit:**

Surname:	<hr/>	<i>It is most important that the name given is accurate and that the spelling is correct.</i>
Forenames:	<hr/>	
Known as:	<hr/>	<i>If different from above</i>
Title:	<hr/>	<i>eg Mr, Mrs, Miss, Ms, Dr, Rev etc.</i>
Address:	<hr/>	<i>Name of building</i>
No. and Street:	<hr/>	
Town/City:	<hr/>	
County/Country:	<hr/>	
Post Code:	<hr/>	
Telephone no:	<hr/>	
Name of Clan	<hr/>	<i>Nominee does not have to be a registered member</i>

**Finte na hÉireann ~ Clans of Ireland**

Patron: Michael D. Higgins, President of Ireland.

Contact us: Clans of Ireland, Sentinel Vaults, Waterloo Exchange, Waterloo Road, Ballsbridge, Dublin 4, DO4 E5W7, Ireland

Email: [post@clansofireland.ie](mailto:post@clansofireland.ie)

## THE RECOMMENDATION

**In this section, space has been provided for you to set out details of how the nominee has made a significant contribution to Irish culture and heritage, including any positions held/activities undertaken, together with relevant dates of service. Also, please include a statement in your own words about why you think the person should be singled out and recognised by admission to the Companions of Clans of Ireland Order of Merit.**

As a guide, you may wish to consider some of the following questions:

- In what role(s) or area(s) has the nominee excelled?
- How has the nominee demonstrated service worthy of recognition?
- How has the nominee's contribution impacted on either a particular field, locality, group, clan or Irish heritage and culture generally?
- Over what period of time has the nominee made a major commitment?
- Has the nominee's contribution been recognised elsewhere (e.g. in the media, by other awards, professional/interest groups or government)?
- What makes this person stand out from others?

**In what role(s) or area(s) has the nominee excelled?**

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What makes this person stand out from others doing similar work?

## BACKGROUND

*Please provide full details of **POST(S) HELD** by your nominee, paid or voluntary, which support and are relevant to your nomination. Please give start and end dates (if known), or whether the person is still involved in this area of activity.*

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## LETTERS OF SUPPORT

*Please obtain two or more letters which endorse the nominee's contribution from people who are familiar with his or her services. These should be attached to this form. Each nomination must be supported by at least six people from your clan. Please **tick the box** to indicate which of the supporters listed has provided a letter.*

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**DETAILS OF PRINCIPAL PERSON MAKING THE NOMINATION**

**My name and address:**

Surname: \_\_\_\_\_ *(Incl. Title e.g. Mr, Mrs, Miss, Ms, Dr, Rev etc)*

Forenames: \_\_\_\_\_

Address: \_\_\_\_\_ *This address will be used for an acknowledgement and any future correspondence.*

No. and Street: \_\_\_\_\_

Village: \_\_\_\_\_

Town/City: \_\_\_\_\_

County/Country: \_\_\_\_\_

Post Code: \_\_\_\_\_

Telephone no: \_\_\_\_\_ *(incl. area code)*

Email address: \_\_\_\_\_

Relationship to nominee: \_\_\_\_\_ *Please state your relationship to the nominee (e.g. son, wife, colleague, friend).*

Signature: \_\_\_\_\_ Date: \_\_\_\_\_

*Please send this form and any enclosures to:*

**Clans of Ireland, Sentinel Vaults, St. Martin's  
House, Waterloo Road, Ballsbridge, Dublin 4, <sup>11</sup><sub>SEP</sub>**

**FOR SECRETARIAT USE ONLY:**

Date form received: \_\_\_\_\_

Reference number: \_\_\_\_\_

Date acknowledged: \_\_\_\_\_

The information contained in this nomination is strictly confidential and will not be communicated to any person other than those involved in the administration of the Clans of Ireland Order of Merit with the exception of background information provided overleaf, which may be used in association with the announcement of the honour granted.

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# NOMINATION TO CLANS OF IRELAND ORDER OF MERIT

## GUIDANCE NOTES

### 1 WHO MAY MAKE A NOMINATION

Any member(s) of an Irish Clan or Family registered with Clans of Ireland may make a nomination by completing a nomination form and obtaining the support of six others of the same clan.

### 2 COMPLETING THE NOMINATION FORM

Please complete the nomination form completely and accurately, following the instructions in each section closely. It is important that you provide as much information as possible about your nominee, and try to explain what their actual contribution in an area has been, as opposed to just listing jobs or posts held.

You may use additional sheets of paper, but please ensure that you state to which section the additional information you are providing relates. Please do not send in examples of the nominee's work (e.g. videos, photographs, books) as, we cannot take responsibility for their safekeeping.

### 3 NUMBER AND TYPE OF HONOURS

Clans of Ireland Order of Merit is given to Irish people and members of the Diaspora from all walks of life and all sections of society who have made a significant contribution to the promotion of Irish culture and heritage. Awards are made in a single class known as a *Companion of Clans of Ireland* or in Irish *Compánach Finte na hÉireann*. Recipients will receive the insignia of the Order and will be entitled to wear it at formal events and ceremonies.

The number of awards in the Order is strictly limited and therefore, however valuable their service, not everyone can receive recognition. It is important to realise that an honour will not automatically follow a submission.

### 4 WHO DECIDES?

The Council of Clans of Ireland Order of Merit is an independent body established by the board of Clans of Ireland to consider all nominations for appointment to the Order.

The Council considers whether a nominee to Clans of Ireland Order of Merit has:

- demonstrated achievement at a high level
- made a contribution over and above what might be reasonably expected through paid employment, or
- whose voluntary contribution to Irish heritage and culture stands out from others who have also made a valuable contribution.

### 5 TIMING OF NOMINATIONS AND AWARDS

The award of Companion in Clans of Ireland Order of Merit will be presented on 18 April 2020 at the Annual General Meeting in Ireland in the presence of representatives from registered Irish Clans. Consequently, completed nominations will need to be with Clans of Ireland postal address by 31 January, 2020.

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Appointments in Clans of Ireland Order of Merit will be publicly announced on St. Patrick's Day, 17 March, 2018.

## **6 UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS**

If, your nominee has not been successful you may re-nominate at a later date.

The Council of Clans of Ireland Order of Merit will not provide feedback on individual nominations.

## **7 CONFIDENTIALITY**

All nominations for Clans of Ireland Order of Merit are treated in the strictest confidence. It is desirable that the nominee should **not** be informed that they have been nominated, as it is not fair to raise expectations in case they are not met.

## **8 SUPPORT LETTERS**

Letters of support should be from others who have first hand knowledge of and can endorse the nominee's contribution.

## **9 ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS**

Upon receipt of your nomination, we will send an acknowledgement. We regret that it is not possible to enter into correspondence on the merits of a particular nomination whilst it is under consideration.

## **10 CHANGES TO INFORMATION SUBMITTED**

You may **not** send additional information to support the nomination after the deadline for submitting nominations has passed.

You must notify the Honours and Appointments Secretariat immediately if your nominee dies, as it is not possible for a posthumous award to be made.

## **11 NON - IRISH CITIZENS**

People who are not Irish citizens are eligible to be considered for awards but they must be descended from an Irish family.

## **12 ENQUIRIES**

Additional information relating to Clans of Ireland Order of Merit may be obtained on our website: [www.clansofireland.ie](http://www.clansofireland.ie)

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