



The Sovereign's Award

New Zealand Guidelines

Purpose

The purpose of these guidelines is to provide consistency in the way St John administers the Sovereign's Award in New Zealand.

Objects of the Award

The Sovereign's Award is the premier youth award in St John. This is an international award and is the only award to bear the personal signature of the Sovereign Head of the Order.

The Award has been established to recognise the outstanding achievement of members of St John between, the ages of 16 and 25, in personal development and benefit to the community through the work of St John in New Zealand. The Award aims to provide opportunities for young members in developing initiative, broadening knowledge and experience and encouraging personal achievement.

The Sovereign's Award will be awarded in recognition of outstanding work in three key areas:

- personal development
- benefit to St John
- benefit to the community.

The Award ranks immediately senior to the Grand Prior's Award.

Guidelines

Eligibility

The Award is open to members of St John in New Zealand who:

- are aged between 16 and 25 years (*completed by the candidates 25th birthday*)
- have completed the Grand Prior's Award
- have completed five consecutive years of recognised¹ service as a cadet or adult member at the time of the completion of the Award.

Application Process

To become a candidate, members are required to submit an application to National Headquarters via their Regional Youth Manager.

- Completed applications, including comprehensive comment from the applicant's line manager and relevant Regional Youth Manager, may be submitted at any time during the year.
- Applications are sent to the Head of Youth and Schools Programmes who will approve the application; or, if the application criteria are not fully met, provide feedback to the candidate on the areas where more development is required.
- Once the application is approved the candidate will be notified and the application acceptance date lodged. Projects must take longer than 18 months but no longer than 3 years.

Assessment Criteria

Candidates must submit evidence, in an assessable format of their choice, of significant achievement in each of three areas. The completed submission must demonstrate:

- personal benefit as an individual and team member;
- benefit to the work of St John in New Zealand and alignment with its values;
- benefit to the community, preferably over an extended period.

The format in which the candidate presents their final work may be of their own choice. However, it must clearly demonstrate a need for the project in the community; and include a written summary or equivalent portfolio of work of the project that is of a high standard.

An 'equivalent portfolio of work' may include (but is not limited to) for example:

- a video
- the development of an informative website
- development of brochures, posters or other items to convey information to a

¹ Recognised service as per annual return process which lists a person as efficient

- target group
- a podcast.

Where a written piece is submitted, appropriate referencing/citation of any sources used must be included.

Where a creative/non-written work is submitted, an explanatory piece on the project's purpose, how the idea came about/need demonstrated in the community, its development over time and how it will be used to benefit the individual, community or St John will need to be included.

The project must be finalised within a three-year period, but not less than 18 months, from the commencement date.

Assessment Process

- Completed applications, including comprehensive comment from the candidate's mentor and Regional Youth Manager, are to be sent to the Head of Youth and Schools Programmes. These will be checked against the qualification criteria and then forwarded to the Head of Order Matters by 30 June.
- The Head of Order Matters will convene the Sovereign's Award Assessment Group which will assess and make recommendations in time for the annual Priory Honours Committee meeting, usually at the end of September.
- Where a submission does not satisfy all the assessment requirements, feedback will be provided to the candidate to enable resubmission.

Assessment Panel

Assessment is by a panel of judges, effectively a sub-committee of the Priory Honours Committee, consisting of:

- a) An independent external chair (Independent member of Priory Honours Committee)
- b) Registrar;
- c) Director Community Health Services (or nominee);
- d) Previous National Cadet of the Year (or nominee)
- e) External subject matter expert in youth development

Final Approval Process

- The Priory Honours Committee will consider the recommendations of the Assessment Group and authorise the Awards.

- The Head of Order Matters will provide details of the successful candidates, together with brief details of the projects for which the Awards are recommended, to the Secretary General by 1 November annually.
- These will be collated within the International Office for submission to the Sovereign Head for approval, through the office of the Grand Prior.
- The Registrar will advise Chapter, at its November meeting, of any New Zealand nominations, and of any subsequent Awards.

Presentation

Successful applicants will receive a certificate signed by the Sovereign Head.

Certificates for the Sovereign's Award will be presented at the regular Grand Prior's Award presentations.

Register of Awards

A register of the grants of the Sovereign's Award within the Priory in New Zealand will be maintained by the Head of Order Matters.