

# A quick guide to writing a good citation!

When a young person gets an Achievement Award, Sir Jack Petchey really wants them to feel proud of what they have achieved. A good citation leaves no doubt in their mind as to why they have been chosen.

## Why does the citation matter?

- In order to feel proud of their achievements, the award winner needs to understand what achievement they have been recognised for.
- It is read aloud at the celebration event to inform the VIPs and audience members why the award winner has been recognised.
- To let the Jack Petchey Foundation know why the award winner has been recognised and to verify that the scheme is running well.

The Jack Petchey Foundation recognises that the art of writing a citation may not always be a simple task, so here are four simple steps to write a fantastic citation that truly represents the achievements of the award winner.

1. Be specific and describe why the young person stands out as the winner
2. Add a good opening sentence that summarises the reason for the nomination
3. State what makes the young person a worthy award winner
4. Provide as much detail as possible and provide any supporting quotes

## Good citations

Jack joined the club in January having not undertaken any sport before. Upon joining, Jack was asked to set personal goals, which included improved fitness and winning a race. Jack has shown real commitment and strength. He has overcome some personal challenges along his journey, which have not deterred him. Jack recently represented the club and won a gold medal!

Kate is currently studying for her A Level exams, yet continues to volunteer as a coach at the club twice a week. She has built an excellent rapport with the young people who value her support and guidance. She is invaluable and makes the sessions fun and energetic! The young people in the club really wanted to recognise her commitment.

Harry has applied himself well this year. He is actually seeking opportunities to take on additional learning and is keen to develop his study skills. Harry is a very dedicated individual. Harry tries over and above what is expected.

## Poor citations

Jack joined the club this year and set goals to improve his fitness and to compete in running competitions.

Kate has been volunteering at the club for several years and is a valued member of the team.

Harry has tried hard this year.