



LUCA AWARDS

ICB Branch of the Year

Monday 16th October 2017

**The Queen Elizabeth II Centre
Westminster, London, SW1P 3EE**

ICB Branch of the Year



The LUCA for ICB Branch of the Year will be awarded to the ICB Branch that, in the opinion of ICB, has provided a hub that has welcomed and supported local ICB students and members. The ICB Branch must demonstrate that it upholds the standards and ideals of ICB and can show that it deserves to be awarded the title 'ICB Branch of the Year'. The branch must demonstrate that it has educated and brought members together, giving them the opportunity to network and develop as bookkeepers.

Criteria

1. Nominations for the Branch of the Year LUCA Award may be submitted by the ICB Branch Chair, Vice-Chair, or by another person associated with the branch who believes that the Branch is worthy of the title 'ICB Branch of the Year'
2. Previous winners or nominees are eligible to enter
3. Nominations should take the form of a letter detailing why the Branch deserves to be awarded the LUCA for ICB Branch of the Year.
4. The nomination should be submitted to ICB via email to luca@icbglobal.org. The email subject line must include "ICB Branch of the Year nomination", together with the name of the Branch being nominated.
5. The letter of nomination must include the following basic information:
 - The name of the Branch
 - Name of the nominator
 - Name of the Branch Chair
 - Name(s) of the Vice-Chair or any committee members (if applicable)
 - Number of meetings held or due to be held between October 2016 and end of October 2017
6. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from Branch attendees, speakers, clients etc., are encouraged. These can be attached to the original nomination or emailed separately. If emailed separately the subject line must include the name of the ICB Branch being nominated and must state that it is supporting documentation.
7. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
8. All nominations and supporting documentation must be received by ICB not later than midnight on Sunday 1st October 2017. The date and time recorded on the ICB's inbox will be taken as the date and time received and late entries will not be accepted.
9. Nominated parties may be contacted by ICB for interview
10. Nominees will be expected to attend the dinner and awards ceremony taking place in London on, Monday 16th October.
11. ICB's decision will be final and no correspondence will be entered into.