



# LUCA AWARDS

Charity Bookkeeper of the Year

**Monday 26 November 2018**

**Radisson Blu Edwardian, Heathrow  
140 Bath Road, Hayes, Middlesex, UB3 5AW**

# Charity Bookkeeper of the Year



The LUCA for Charity Bookkeeper of the Year will be awarded to the student or member who, in the opinion of ICB, can demonstrate that he or she upholds the standards and ideals of ICB and can show that he or she deserves to be awarded the title 'Charity Bookkeeper of the Year'. Whilst there are no specific criteria for what constitutes a Charity Bookkeeper of the Year, it is expected that the nominee will have made a significant contribution to his or her charity or charities. It might also be that he or she is able to demonstrate a contribution to an ICB branch or region, or that he or she has undertaken activities outside bookkeeping which have assisted the wider community.

## Criteria

1. Nominations for the Charity Bookkeeper of the Year LUCA Award may be submitted by the nominee themselves, an employer or by another person associated with the nominee who believes that he or she is worthy of the title 'Charity Bookkeeper of the Year'.
2. Previous winners or nominees are eligible to enter
3. The nominee must have been an ICB student or member for not less than twelve months immediately preceding the LUCA Awards ceremony
4. Nominations should take the form of a letter detailing why the bookkeeper deserves to be awarded the LUCA for Charity Bookkeeper of the Year
5. The nomination should be submitted to ICB via email to [luca@icbglobal.org](mailto:luca@icbglobal.org). The email subject line must include "Charity Bookkeeper nomination", together with the name of the bookkeeper being nominated
6. The letter of nomination must include the following basic information:
  - The name of the bookkeeper being nominated
  - Name of the charity or charities
  - Name of the person submitting the nomination
  - Position(s) held
7. Additional documentation, such as letters from any person or persons willing to support the nomination, for example from fellow employees, clients, accountants 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 bookkeeper being nominated and must state that it is supporting documentation
8. ICB will acknowledge receipt of each nomination. ICB accepts no responsibility for any nomination or supporting information which is sent but is not received.
9. All nominations and supporting documentation must be received by ICB not later than midnight on Friday 26th October 2018. 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
10. Nominated parties may be contacted by ICB for interview
11. Nominees will be expected to attend the dinner and awards ceremony taking place in London on Monday 26th November 2018.
12. ICB's decision will be final and no correspondence will be entered into