



## **UFBA GOLD STAR PRESENTATIONS**

Prior to planning and setting a date for Gold Star Functions, Brigades are advised to write to the Chief Executive Officer of the Association requesting an eligibility check to be made and confirm the date that the Gold Star will be due. Gold Stars cannot be presented prior to the due date.

You will also need to ensure the application form reaches the UFBA office no later than 2 months prior to the presentation date.

The presentation of a Gold Star to honour 25 years of service to their brigade and community is possibly the highlight of a firefighter's career.

It is also a very special occasion for the presenting brigade. In today's modern society it is an achievement worthy of note to give 25 years to the same profession.

With this in mind we have collated a few tips to make this a very special evening and one to remember.

### **PARTNER'S CERTIFICATE**

When a firefighter has been in the service for 25 years, there is nearly always a partner or wife in the background supporting them, getting up in the middle of the night and helping out with brigade functions. To show appreciation for the dedicated support these people provide day and night, all wives and partners of Gold Star recipients will receive a certificate of appreciation. To ensure the certificate doesn't arrive blank, please write the partners name on the Gold Star application form.

### **PROTOCOL**

Included below is information regarding Official Invitations and Presentations taken from the UFBA Handbook. Remember, these service honours are UFBA honours and as such, must be presented by a UFBA representative. If the recipient has a special request for a presenter this may be arranged in conjunction with the official presenter after consultation with the UFBA.

## **10 OFFICIAL INVITATIONS AND PRESENTATIONS**

- 10.1 The prerogative to present Gold Stars or the 50 Years Service Medal is that of the President, who may delegate this function.
- 10.2 Invitations to present Gold Stars or 50 Years service medals should be made through the Chief Executive Officer, giving as much notice of the coming event as possible (at least three months).

- 10.3 At other official functions, including brigade honours evenings, station openings, Provincial and Sub Association meetings or competitions, where official Association representation is warranted, the application must be made through the Executive Director, giving as much notice of the coming event as possible.
- 10.4 The President on the receipt of official invitations through the Chief Executive Officer may arrange for alternative uniformed personnel, past presidents or Association life honorary members to represent the Association.
- 10.5 Any person officially representing the Association shall be entitled to claim actual and reasonable costs other than accommodation.
- 10.6 Accommodation and associated meal costs of personnel representing the Association are a charge on the host brigade or organisation.
- 10.7 At Gold Star or 50 Years Service medal presentations the preferred procedure is:
- (a) welcome by an officer of the host brigade and introduction of special guests;
  - (b) presentation of the Gold Star or 50 Years Service medal by the President or nominee;
  - (c) a speaker on behalf of the New Zealand Fire Service or the Brigade's controlling body, if not on behalf of a New Zealand Fire Service Commission Brigade;
  - (d) the Provincial Association President, if present;
  - (e) a speaker on behalf of the Gold Star Association;
  - (f) a speaker on behalf of the territorial local authority or other associated groups (if applicable);
  - (g) a speaker on behalf of the local brigade;
  - (h) the recipient in reply.
- 10.8 If, at the function where a Gold Star is being presented, other brigade honours are also being presented, then these other honours are to be presented separately.
- 10.9 Uniformed personnel must wear service uniform jackets fully buttoned up during the presentation of Association service honours.
- 9.12 The recipient of a Gold Star shall have the choice, should they so desire, of having their Gold Star presented at the next UFBA Annual Conference.

Note: In addition brigades may wish to gift to the recipients a miniature Gold Star to wear on their civilian clothes where it is not appropriate to wear their medal.

The miniature Gold Stars, and miniature gold bars, can be purchased through the UFBA Fire Shop. Or you can order one at the same time as you apply for the medal by circling *yes* under *Miniature Required* on the application form.

## THE PRESENTER

In order to help them prepare for the function, it is imperative that the presenter be given some information well in advance regarding the recipient such as:

- **Family, Friends, Employer**

Partner

Name, how long they have been married/together, names of children (if any) etc

Employer

Who the employer is, how long have they worked there, etc

Family

Have any of the family travelled a long way to be at the function?

- **Other Relevant Information**

Has the recipient had any involvement with other duties within the Brigade/Fire Service such as competitions, training, Provincials, Sub Associations etc?

- **Other Dignitaries**

The presenter will also need to know what dignitaries will be there such as:

- Fire Service representative
- Gold Star Association representative
- Local Body representative (Mayor)

and if they will be speaking at the function.

- **Contact Details**

The presenter will need to know who the contact is at your brigade, i.e. CFO, Secretary, or the Master of Ceremonies and their telephone numbers.

- **Invitation**

If you are using printed invitations, don't forget to send one to the presenter (care of the UFBA Office). Particularly if entry to the function is by invite only!

- **Accommodation**

If the presenter is travelling a long distance the host brigade is responsible for his/her accommodation. The accommodation should be a motel or similar acceptable standard.

## WHO TO INVITE

(Refer also to 10.7 above) If the recipient is a volunteer, don't forget to contact Region to inform them of the function and ask them to organise the Silver Tray.

For all recipients, the Provincial Gold Star Association make various presentations and need to be invited.

## APPLYING FOR THE MEDALS

This is the most important part! Don't forget to allow plenty of time to send the relevant information to the UFBA Office, especially the partner's name to be printed on their certificate (they should get some thanks for their support too). We will also need to know the date of the function as soon as the date is set. It takes time to organise a Gold Star so we will need to receive the application form **at least 2 months before the presentation date.**

## RECORDED FOR POSTERITY

Take pictures!

## PUBLICITY

Don't just invite brigade members to the function – invite the media! Media exposure can only benefit the brigade in terms of recruitment and their profile in the community. You are proud of your brigade and your Gold Star/50 Year Service recipient/s – tell the rest of the country about it too.

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These are only a few suggestions to make your Gold Star evening a memorable one. Remember you will be told in advance who the presenter is and we would suggest that you contact him/her early to make arrangements.

Please telephone the UFBA Office if you have any questions, we are only too happy to help you.