



2017 NSW Volunteer of the Year Awards Nomination Form - Information for Nominators

The NSW Volunteer of the Year Awards is an annual program launched in 2007 by The Centre for Volunteering to recognise the outstanding efforts of the 2 million+ volunteers in NSW, and to promote the importance of volunteering to the community.

Thank you for taking the time to nominate an individual or team in the 2017 NSW Volunteer of the Year Awards!

Before you get started on the nomination form, please read the following information to ensure that you have all of the necessary details to complete the form.

Nominations

All nominations **MUST** be completed and submitted online via The Centre for Volunteering's website - <http://www.volunteering.com.au/volunteer-awards/> by Friday 14 July, 2017.

The 2017 Nomination Form consists of six parts, all of which must be completed for the nomination to be accepted by the Judging Committee. The nomination form can be saved at any point if you don't have time to complete the form in one sitting or need further information to continue. All you need to do is click on the *Save and Resume Later* button towards the bottom of each Part and you will be emailed a link which can be used at a later date to continue the nomination.

Part 1 : Nominee's Permission

All nominators must have permission by the person or team you are nominating to disclose their personal information as part of their entry in the 2017 NSW Volunteer of the Year Awards. The nominee is required to understand that by this nomination form being submitted, their image and story may be used publicly by The Centre for Volunteering to promote the Awards program.

Part 2 : Award Category

Nominators must select which of the seven categories is appropriate for their nominee based on the following criteria :

1. Young Volunteer of the Year

- Aged 24 years old at time of nomination or under,
- Resides in NSW,
- Completed significant volunteering effort during the previous 12 months for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,
- Communities in NSW must be significant beneficiaries of the nominee's voluntary work.

2. Adult Volunteer of the Year

- Aged between 25 and 64 years old at time of nomination,
- Resides in NSW,
- Completed significant volunteering effort during the previous 12 months for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,
- Communities in NSW must be significant beneficiaries of the nominee's voluntary work.

3. Senior Volunteer of the Year

- Aged 65 years old at time of nomination or over,
- Resides in NSW,
- Completed significant volunteering effort during the previous 12 months for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,
- Communities in NSW must be significant beneficiaries of the nominee's voluntary work.

4. Volunteer Team of the Year

- Team to be made up of more than one individual,
- Resides in NSW,
- Completed significant volunteering effort during the previous 12 months for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,
- Communities in NSW must be significant beneficiaries of the volunteer work of your nominated volunteer team.

5. Corporate Individual Volunteer of the Year

- Resides in NSW,
- Be sponsored by their employers and released from employment to carry out volunteer activities for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,

- Communities in NSW must be significant beneficiaries of the nominee's voluntary work.
6. Corporate Volunteer Team of the Year Award
- Team to be made up of more than one individual,
 - Resides in NSW,
 - Be sponsored by their employers and released from employment to carry out volunteer activities for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies,
 - Communities in NSW must be significant beneficiaries of the voluntary work of your nominated corporate team.
7. Excellence in Volunteer Management Award
- Be a designated Volunteer Manager, a team of Volunteer Managers or a registered not-for-profit organisation,
 - Nominations within this category can be submitted for either teams or individuals,
 - Resides in NSW,
 - Your nominee must operate within the guidelines of the [Statement of Principles for Recognition of Volunteers](#) and the [National Standards of Volunteer Involvement](#) in not-for-profit organisations, hold current Volunteer Workers Personal Accident Insurance and Public Liability Insurance, and will need to have operated within the NSW community during the past 12 months,
 - Volunteers and communities in NSW must benefit significantly from the work of the Volunteer Manager or team of Volunteer Managers.

Part 3 : Nominee

Nominators must provide the nominee's details :

- Title
- First Name
- Last Name
- Email Address
- Residential Address
- Phone Number
- Organisation (where the nominee volunteers)
- Organisation Address
- Organisation Phone Number
- Nominee's Age

NOTE : If you are nominating in one of the Team categories, you are also required to provide the following details:

- Nominee Team Name
- Number of Volunteers within the Team

Part 4 : Nominator

Nominators must provide their own details :

- Title
- First Name
- Last Name
- Residential Address
- Email Address
- Phone Number
- Organisation (if applicable)

Part 5 : Nominee's Work

Nominators should provide a comprehensive outline of the nominee's work in this section. Each question allows for a response of no more than 500 words.

1. Provide a detailed outline of the nominee's work (what the nominee does) including the length of time working within the organisation.
2. Tell us what is special about this nominee and their work.
3. Tell us about the benefits of the nominee's work (what the nominee achieves through their work).
4. Tell us about any other important aspects of the nominee's work, such as obstacles overcome; innovation; initiative; dedication; broader benefits of the work etc.

Part 6 : References

All applications must include two referees who can confirm the details of the nomination if necessary. The nominee and the nominator (you) cannot be listed as a referee. Referees listed must be aware that you are disclosing their personal information on the nomination form. Details required for each referee are :

- Title
- First Name
- Last Name
- Residential Address
- Phone Number
- Email Address

If you have any questions during the nomination process, please contact the Awards team on award@volunteering.com.au or 02 9261 3600.