



NSW Volunteer of the Year Awards Principal Partners



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2018 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. In 2017, we recognised close to 110,000 volunteers across NSW.

Thank you for taking the time to nominate an individual or team for the 2018 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.

As all certificates / awards will be printed as per the details on the nomination form, please ensure that you double check the spelling of the nominee's name / team name / organisation etc before submitting. Please also double check the email address as all invitations to the regional ceremonies are sent by email only.

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 13 July, 2018**.

Volunteers / Volunteer Managers are not permitted to nominate themselves.

The 2018 Nomination Form allows for two types of recognition for the volunteers of NSW.

- 1) **NEW FOR 2018: Nomination for Certificate of Recognition only.** These volunteers will not be included in the judging process for Regional and State NSW Volunteer of the Year in their category, however, they will be presented with a certificate in recognition of the amazing work they do in their communities. This nomination consists of completing four parts only (Parts 1-4, with an optional section (Part 7) for statistical purposes.

- 2) **Nominations for inclusion in the judging process for Regional and State NSW Volunteer of the Year.** This nomination consists of completing six parts (Parts 1-6), all of which must be completed to be accepted by the Judging Committee. An additional seventh part is optional only for statistical purposes.

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 at the bottom of each section and you will be emailed a link which can be used at a later date to continue your nomination. Please note that The Centre for Volunteering is unable to view or access partially completed forms.

Part 1: Nominee's Permission

All nominators must have permission from the person or team you are nominating to disclose their personal information as part of their entry in the 2018 NSW Volunteer of the Year Awards. For privacy purposes, the nominee is required to understand and be aware 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. Please note that the volunteer you are nominating will be sent a copy of the full nomination form as soon as it has been submitted.

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 Volunteer of the Year (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 nominee's voluntary work.
6. Corporate Volunteer Team of the Year
- 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](#) and the organisation must hold current Volunteer Workers Personal Accident Insurance and Public Liability Insurance, and 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 (only required for those who have selected the volunteer to be included in the Judging Process for Regional and State Volunteer of the Year)

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 volunteer work (what the nominee does) including the length of time volunteering for the organisation.
2. Tell us what is special about this nominee and their volunteer work.
3. Tell us about the benefits of the nominee's volunteer work (what the nominee achieves through their volunteering).
4. Tell us about any other important aspects of the nominee's/team's work, such as obstacles overcome; innovation; initiative; dedication; broader benefits of the volunteering role etc.

Part 6: References (only required for those who have selected the volunteer to be included in the Judging Process for Regional and State Volunteer of the Year)

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 informed 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

Part 7: Statistical Information (optional for both nomination forms)

The Centre for Volunteering is working together with the Department of Social Services and the Department of Family and Community Services to better understand the demographics of all volunteers across NSW. As stated, this is an optional section of the nomination form but we would very much appreciate the nominators taking an extra minute to complete this information (where possible). Details required are:

Is the Nominee?:

- Aboriginal or Torres Strait Islander
- A new retiree (within the last 2 years)
- Currently receiving Centrelink payments or government financial assistance
- Returning to work after a period of 9 months or more
- From a Culturally and Linguistically Diverse background (CALD)
- Living with a Disability

Please note: The Statistical Information provided to the Department of Social Services and the Department of Family and Community Services will not include identifiable information such as name or contact details of the nominee or nominator.

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