

NSW Volunteer Recognition Program

Guidelines

What is the purpose of the program?

The purpose of the *NSW Volunteer Recognition Program* is to enhance the recognition of the contributions of volunteers across NSW, for the difference they make in their communities, the causes and organisations they support.

The *NSW Volunteer Recognition Program* is a relaunch of a recognition certificate program previously known as the 'Premier's Volunteer Recognition Program' which concluded in 2019. The initiative has been refreshed, as an enhanced volunteer recognition initiative under the NSW Volunteering Strategy 2020-2030.

Who is implementing the program?

The initiative is implemented by The Centre for Volunteering on behalf of the NSW Government (Department of Communities and Justice).

Who is eligible for a NSW Volunteer Recognition Certificate?

To be eligible for a certificate the volunteer must work in a voluntary (unpaid) capacity in NSW.

All nominations must be submitted electronically by either a volunteer involving organisation, a school or the NSW Duke of Edinburgh Award (managed by the NSW Office of Sport).

By submitting the nominations, the lodging organisation confirms that the volunteer is genuine, that the volunteering effort took place, and volunteer is of good standing.

In 2023, each volunteer nominated will receive a recognition certificate. Only one certificate will be provided per volunteer. If a volunteer is nominated more than once, only one certificate will be provided, the most relevant certificate will be provided.

If a volunteer received a certificate under the former 'Premier's Volunteer Recognition Program', the volunteer can be nominated again for a new or different category under the NSW Volunteer Recognition Program if they are eligible for the new certificate.

How do I nominate volunteers to receive a certificate?

To nominate your volunteers, you must submit nominations via the secure online tool on The Centre for Volunteering's website, <https://www.volunteering.com.au/nsw-volunteer-recognition-program>. Nominations should be checked for accuracy, particularly the spelling of the volunteer's name before submitting it online.

The online form asks a series of important questions, which will help the program coordinators to prepare and distribute the certificates.

If your organisation has 20 or more individual volunteers that you would like to put forward to receive a certificate, bulk nominations can be submitted using an excel spreadsheet that will be



emailed to you. Please email the team at: recognition@volunteering.com.au and the excel spreadsheet will be sent to you with instructions on how to fill it in.

If you have less than 20 volunteers that you would like to put forward we ask that you use the online tool <https://www.volunteering.com.au/nsw-volunteer-recognition-program>.

What are the certificate categories, and who is eligible?

The certificate categories have been expanded and refreshed. Under the *NSW Volunteer Recognition Program* there are seven (7) certificate categories, they are:

- Student Volunteering
- Volunteering Contribution (5 years)
- Volunteering Contribution (10 years)
- Volunteering Contribution (15 years)
- Volunteering Contribution (20 years)
- Minister's Lifetime Achievement certificate (25+ years)
- Minister's Lifetime Achievement certificate (40+ years)

To be eligible for the **Student Volunteering certificate**, the student must be in grades 7 to 12 (high school), students can be nominated by their school or the Duke of Edinburgh Award. Students can be nominated each year, as long as they have volunteered within this calendar year.

To be eligible for the **Volunteering Contribution certificate** categories – the volunteer must have completed at least 5, 10, 15 or 20 years of volunteering contribution. They must be nominated by an organisation. For example, if a volunteer has contributed 7 years as a volunteer, they would receive the 5 year certificate. They can only receive this certificate once, and would not be eligible to receive the 10 year certificate until they have completed 10 years of volunteering contribution.

The **Minister's Lifetime Achievement certificates** operate in a similar way, however if the individual volunteer received a 25+ or 40+ certificate under the previous program (Premier's Volunteer Recognition Program) they would not be eligible for the same certificate under the *NSW Volunteer Recognition Program*. They would only be eligible for the higher level certificate if they have since that time achieved the very significant 40+ years.

Both the 25+ and 40+ certificate recipients also receive a lapel pin marking both highly significant timeframes.

How will certificates be distributed?

The prepared certificates will be emailed back to the nominating organisation for printing and distribution to the volunteers. Organisations may like to host a celebratory event.

The lapel pins for recipients of the two highest certificate categories will be mailed to the organisation separately for distribution with the certificate (once the organisation has printed them.)

What is the opening and closing date for nominations?

The call for nominations opened on: Monday 26 June, 2023

The deadline for nomination is: **Thursday 31 August, 2023**. This is a strict deadline.



What about Privacy?

Information collected as part of the nomination process is kept securely and is only shared with those individuals or organisations that require it for program administration, promotion and reporting purposes; such as the program coordinators within The Centre for Volunteering, and the NSW Department of Communities and Justice as the NSW Government representative and program owner. Provision of this information is voluntary and incomplete forms may not be considered.

Some information collected will be used to prepare the certificate, and return it for distribution such as the name of volunteer, certificate category, description of volunteering effort, postcode of the volunteer. The certificates will be returned to the organisation using the contact details provided for the organisation.

Other information, may be used for program promotion purposes, such as name of volunteer, the name of the organisation, the certificate category and volunteering activities undertaken. We ask for the volunteer's email address should a quote from the volunteer be sought. Private contact details of volunteers are not made public.

Please note that information collected by The Centre for Volunteering on behalf of the NSW Government may be subject to a request for information under the Government Information (Public Access) Act 2009 (GIPA Act).

Disclaimer

It is intended and agreed that the implementation of the program and distribution of recognition certificates by The Centre for Volunteering and the NSW Government shall not give rise to any legal obligations or duties on part of either The Centre for Volunteering or the NSW Government, which may be considered valid or enforceable in any way against either The Centre for Volunteering or the NSW Government.

The NSW Volunteer Recognition Program Guidelines may be amended, deleted or added to from time to time at the discretion of the NSW Government (represented by the Department of Communities and Justice); and revised guidelines will be published at www.volunteering.com.au and www.volunteering.nsw.gov.au in a timely manner. By submitting your nomination(s), you agree to the program's guidelines – so please read them carefully.

If I have a question, who can I ask?

If you have a question about the program and how to lodge your nomination, please email the team at The Centre for Volunteering at: recognition@volunteering.com.au