



2024 NSW Volunteer of the Year Awards - 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 4.9 million volunteers in NSW, and to promote the importance of volunteering to the community. In 2023, the Awards program recognised over 133,000 volunteers across NSW.

Thank you for taking the time to nominate an individual or team for the 2024 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 as per the details supplied 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.

About Volunteering

In many communities, the word volunteering is not always recognised. Often acts of giving, sharing and helping out are imbedded and part of cultural practices, we support these customs and advocate that these are all forms of volunteering.

If you give your time, share your skills or help out in your community, you are a volunteer. Volunteering can be defined as "time willingly given for the common good and without financial gain".

What is volunteering:

If you give your time, share your skills or help out in your community you are volunteering.

An example that is volunteering: coaching your child's football team, because people outside of your household and family also benefit.

What is not volunteering:

Volunteering does not include only helping your family or people you live with.

An example that is not volunteering: helping your flat-mate, cousin or sister with their homework

Nominations

All nominations MUST be completed and submitted online via The Centre for Volunteering's website - <https://www.volunteering.com.au/awards/about-the-awards/> by **5pm Friday 14 June, 2024**.

Volunteers / Volunteer Managers are not permitted to nominate themselves.

The 2024 Nomination Form allows for two types of recognition for the volunteers of NSW.

- 1) **Nomination for Recognition only** - This is the simplest way to acknowledge volunteers. These nominees will not be judged, however, they will be invited to their local regional ceremony (if their *personal* email address is provided, not the organisation's or nominator's email address). The nominee will be presented with a certificate to acknowledge their contribution to the community. This nomination requires you to complete four parts of the nomination form only.
- 2) **Nomination for Judging** - These nominees will be judged for the NSW Volunteer of the Year Award in the appropriate category. This nomination requires you to complete six parts (Parts 1-6), all of which must be completed 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 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 2024 NSW Volunteer of the Year Awards. For privacy purposes, the nominee is required to understand and be aware that as a result of this nomination, their name, image and story may be used publicly by The Centre for Volunteering in promotional material. 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. For full details on The Centre's Privacy Policy, please visit – www.volunteering.com.au/privacy-policy/.

Part 2: Award Category

All nominees must:

- *Have given their time willingly for the common good and without financial gain,*
- **Reside in NSW,**
- Have given their time during the previous 12 months (July 2023 – June 2024) for a community group, legitimate not-for-profit organisation, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies.

Award categories:

1. **Young Volunteer:** 24 years and under
2. **Adult Volunteer:** 25 to 64 years
3. **Senior Volunteer:** 65 years and over

4. **Volunteer Team:** Team to be made up of more than one individual
5. **Club Volunteer:** Individual or team working in a **registered ClubsNSW club** or on the board of a registered ClubsNSW club whilst carrying out volunteer activities.
6. **Employee Volunteer:** Individual or team volunteering as part of their organisation's formal employee / corporate volunteering program.
7. **Volunteer Leader:** Nominees can be a designated Volunteer Manager, Coordinator, a team of Volunteer Managers or a registered not-for-profit organisation with excellent volunteer leadership. The volunteer leader can be a paid position.
 - Nominations within this category can be submitted for either teams or individuals,
 - Your nominee must operate within the guidelines of the [Statement of Principles for Recognition of Volunteers](#) and the [National Standards for Volunteer Involvement](#) and the organisation must hold current Volunteer Workers Personal Accident Insurance and Public Liability Insurance.
8. **Not-for-Profit Voluntary Governance:** An unpaid board of directors or individual board member, who exemplifies excellence in governance.

Part 3: Nominee

Nominators must provide the nominee's details:

1. Title
2. First Name
3. Last Name
4. **Nominee's Personal Email Address** – an organisation's email address or the nominator's email address will not be accepted. If their personal email address is not provided, the nominee will not be invited to attend their local Regional Ceremony. In this case, their certificate will be forwarded to the nominator by the end of 2024.
5. Nominee's Age Range
6. **Nominee's Residential Suburb, Postcode** – for individual nominees (eg. Young, Adult, Senior categories), their Personal Residential Suburb must be provided, not the Organisation's address.
7. Phone Number
8. Organisation or Group where the nominee gives their time
9. Organisation / Group Address
10. Organisation / Group Phone Number

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:

1. Title
2. First Name
3. Last Name
4. Nominator's Relationship to Nominee (eg. Friend, Family Member, Co-Worker etc)
5. Email Address
6. Address (work or residential)
7. Phone Number
8. Organisation/ Group (if applicable)

Part 5: Nominee's Work (Nominations for Judging Nominations only)

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. No videos or website links will be accepted.

As judging is based only on the information you provide in this section, it is essential to include a comprehensive and meaningful outline of the nominee's work. Please ensure your answers are focused only on the questions provided. Any additional information will not be taken into consideration.

1. Provide a detailed outline of the nominee's voluntary work (what the nominee does) and what is special about this work.
2. Tell us about the **impact** of the nominee's voluntary work (what the nominee achieves through their volunteering).
3. Tell us about any other important aspects of the nominee's voluntary work, such as obstacles overcome; innovation; initiative; dedication; broader benefits of the volunteer role etc.

Part 6: Referees (Nominations for Judging Nominations only)

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:

1. Title
2. First Name
3. Last Name
4. Phone Number
5. Email Address

Part 7: Statistical Information (optional for both types of nomination)

(a) How did you hear about the NSW Volunteer of the Year Awards?

- Previous Nominee or Nominator
- The Centre for Volunteering Website
- Email from The Centre for Volunteering
- Media
- Social Media
- Word of Mouth
- Other

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