



NSW Volunteer of the Year Awards Principal Partners



Your local club

# 2019 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 2018, the Awards program recognised over 112,000 volunteers across NSW.

Thank you for taking the time to nominate an individual or team for the 2019 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 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.

## 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 12 July, 2019**.

Volunteers / Volunteer Managers are not permitted to nominate themselves.

The 2019 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 regional ceremony where they will be presented with an identical certificate to nominees eligible for judging. This nomination requires you to complete four parts only (Parts 1-4), with an optional section (Part 7) for statistical purposes.
- 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. 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 2019 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 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**

All nominees must:

- *have given their time willingly for the common good and without financial gain,*
- Reside in NSW,
- Have volunteered 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

#### **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. Corporate Individual Volunteer:** Be sponsored by their employer and released from employment to carry out volunteer activities
- 6. Corporate Volunteer Team:** Team to be made up of more than one individual & be sponsored by their employer and released from employment to carry out volunteer activities
- 7. Excellence in Volunteer Management Award:** Nominees can 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,
  - 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, and have operated within the NSW community during the past 12 months,

### **Part 3: Nominee**

Nominators must provide the nominee's details:

1. Title
2. First Name
3. Last Name
4. Email Address
5. Residential Address
6. Phone Number
7. Organisation (where the nominee volunteers)
8. Organisation Address
9. Organisation Phone Number
10. 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:

1. Title
2. First Name
3. Last Name
4. Residential Address
5. Email Address
6. Phone Number
7. Organisation (if applicable)

### **Part 5: Nominee's Work (Nominations for judging 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.

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

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

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. Residential Address
5. Phone Number
6. 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

(b) 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) with reference to the nominee. These statistics will not be linked to any individual. 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](mailto:award@volunteering.com.au) or 02 9261 3600.