

# NEW ENGLAND VOLUNTEER AWARDS 2018



## Information for Nominators

This is the fourth year the New England Volunteer Awards have been offered. The AVRS has combined with the Alwyn Jones Community Award to offer a range of awards to our local volunteers which is designed to highlight the importance and impact of their contributions to our community.

Thank you for taking the time to nominate an individual or team for the 2018 New England Volunteer 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 award certificates 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 most invitations are sent by email only.

### Nominations

All nominations MUST be completed and submitted to [avrs@armidale.nsw.gov.au](mailto:avrs@armidale.nsw.gov.au) or AVRS, PO Box 75A, Armidale NSW 2350, to arrive by **Friday 4 May, 2018**.

Volunteers/Volunteer Managers are not permitted to nominate themselves.

**Nominations for inclusion in the judging process for the AVRS Awards.** This nomination consists of completing four parts (Parts 1-4), all of which must be completed to be accepted by the Judging Panel. **If you and your nominee would like your nomination to go forward into the 2018 NSW Volunteer of the Year Awards, you will also need to complete Part 6 (with a red header) where you provide references. Part 5 is optional only for statistical purposes.**

#### 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 New England Volunteer Awards. Should they wish to have the nomination entered into 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. The AVRS will print photos and names in their newsletter, website, = and Facebook pages. 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.

#### 2: Award Category

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

#### 1. Young Volunteer

- Aged 24 years old at time of nomination or under,
- Resides in New England
- 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,
- The local community must be a significant beneficiary 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 New England
- 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,
- The local community must be a significant beneficiary of the nominee's voluntary work.

#### 3. Senior Volunteer of the Year

- Aged 65 years old at time of nomination or over,
- Resides in New England
- 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,
- The local community must be a significant beneficiary of the nominee's voluntary work.

#### 4. Volunteer Team of the Year

- Team to be made up of more than one individual,
- Resides in New England
- 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,
- The local community must be a significant beneficiary of the volunteer work of your nominated volunteer 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 New England
- 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 the local community must benefit significantly from the work of the Volunteer Manager or team of Volunteer Managers.

### 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

#### **4: Nominator**

Nominators must provide their own details :

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

#### **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 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.

#### **References (only required for those who have selected the volunteer to be included in the Judging Process for NSW 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 5: Statistical Information (optional)**

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.

## **The Alwyn Jones Community Service Award**

The Alwyn Jones Community Service Award is a jointly supported annual award administered by Armidale Uniting Church and Armidale Volunteer Referral Service.

The Award is presented to an individual or organisation that has demonstrated an ongoing commitment to voluntary community service within the Armidale Regional Council area.

For **2018** the awardee will be announced at the Armidale Volunteer Referral Service National Volunteer Week Awards on **Wednesday 23 May**. A further presentation will be made to the awardee at the 9.30 am service of the Armidale Uniting Church on **Sunday 27 May**.

Please note that nominators *may* choose to nominate for both the Alwyn Jones Community Service Award and a category of National Volunteer Referral Service Award. Nomination Forms may also be obtained at [avrs@armidale.nsw.gov.au](mailto:avrs@armidale.nsw.gov.au) or hard copies are available from the Armidale Uniting Church office 10 am to 12 on week days.

When choosing a suitable recipient the committee (six members maximum) will base its decision on the following criterion: *ongoing commitment to voluntary community service in the Armidale Regional Council area*.

There is an 800 word limit for nominations for the award.

If you have any questions during the nomination process, please contact [avrs@armidale.nsw.gov.au](mailto:avrs@armidale.nsw.gov.au) or call 6770 3838.