



NEW ENGLAND VOLUNTEER AWARDS 2024

Nomination Form - Information for Nominators

This is the tenth year the New England Volunteer Awards have been offered. The AVRS offers a range of awards to our local volunteers designed to highlight the importance and impact of their contributions to our community. The Awards will be announced at an event to be held on Tuesday, 22 May.

Thank you for taking the time to nominate an individual or team for the 2024 New England Volunteer Awards!

Before you get started on completing your nomination (online at <https://www.armidaleregional.nsw.gov.au/community/get-involved/volunteer>) 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/organization, etc. before submitting. Please also double check the email address as invitations to the awards event are sent by email only.

Nominations

All nominations **MUST** be completed and submitted to Armidale Volunteer Referral Service to arrive by **Monday, 6 May 2024**.

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 three parts (Parts 1-3), 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 2024 NSW Volunteer of the Year Awards, you will also need to complete Part 5 where you provide references. Part 4 is optional only for statistical purposes.**

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 New England Volunteer 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 Armidale Volunteer Referral Service 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 organization, 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. **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 sponsored by their employer and released from employment to carry out volunteer activities
7. **Volunteer Leader:** Nominees can be a designated Volunteer Manager, a team of Volunteer Managers or a registered not-for-profit organization
 - 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 organization must hold current Volunteer Workers Personal Accident Insurance and Public Liability Insurance, and have operated within the NSW community during the past 12 months.
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. Email Address
5. Nominee's Age
6. Residential Suburb
7. Phone Number
8. Volunteer Organization
9. Organization Address
10. Organization 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. Email Address
5. Phone Number
6. Organization (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. No videos or website links will be accepted.

1. Provide a detailed outline of the nominee's volunteer work (what the nominee does) including the length of time volunteering for the organization and what is special about this work.
2. Tell us about the **impact** 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: Referees (Nominations for judging in the NSW Volunteer of the Year 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

The Statistical Information section is optional

If you have any questions during the nomination process, please contact Jane – email: jdavies@armidale.nsw.gov.au