



Greater Shepparton City Council

Volunteer Recognition Awards

Guidelines for Nominators

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Background

The Greater Shepparton Volunteer Recognition Awards are an opportunity to recognise and thank volunteers who contribute their time and energy for the good of our community. The Volunteer Recognition Awards are held annually during National Volunteer Week.

By establishing these awards, Council recognises the efforts of a number of great people who are an important part of our wonderful community.

The Award Categories

Young Volunteer: 12 to 25 years of age.

Adult Volunteer: 26 years of age and over.

Volunteer Team: A group of two or more people.

Long Serving Volunteer: 15 years or more service.

Key Definitions

- **Volunteer:** For the purpose of these awards, a volunteer is someone who gives their time willingly for the common good and without financial gain. (*Volunteering Australia definition*)
- **Nominee:** A person or people who volunteered (according to the definition above) within the Greater Shepparton municipality and is being nominated for a Volunteer Recognition Award.
- **Nominator:** A person or people who nominates a volunteer for an Award.

Submitting Your Nomination

Nominations must be submitted through the form provided on Council's website. The form is hosted by the SmartyGrants Program.

Nominators are encouraged to:

- Use the word count ranges provided in the form as a guide so that you know how much information and detail we would like you to provide. Some of the information you provide will also be used in the Nominee Profile booklet.
- Check the spelling of names supplied noting this may be printed on a certificate and in the Awards Nominee Profile booklet.
- You will receive confirmation once your nomination has been successfully submitted.

Council staff are available to provide support to anyone who may need assistance completing the nomination form, or answer any questions about the Volunteer Recognition Awards more generally. Contact us by email at volunteers@shepparton.vic.gov.au or phone (03) 5832 9700.

Nominators can choose to remain anonymous.

Late nominations will not be accepted.

The Nominee Profile Booklet

A booklet will be printed listing all the nominees. This booklet will be distributed at the Awards Ceremony.

In the nomination form there is a question that asks nominators to summarise the nominee's

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achievements.

Please be aware the answer to this question will be used in the Nominee Profile Booklet.

Nominee Eligibility

To be eligible for nomination, nominees must:

- Have volunteered in the Greater Shepparton municipality.
- Be 12 years of age and over.

Nominees' volunteering can be conducted without an official structure, or with a volunteer involving group or organisation. This includes people who volunteer for Council programs.

A nomination will be deemed ineligible if the nominee is:

- Volunteering as part of their employment.
- Receiving payment for the efforts they are being nominated for.
- Submitting an application on behalf of themselves. (This applies to individuals only. A representative of a team may nominate their team.)
- A previous Greater Shepparton Volunteer Recognition Award recipient in the *same* category. Previous winners can be nominated for **different** categories.

Further Eligibility Information - Award Categories

All nominators must make themselves aware of the following information.

Young Volunteer:

- Must be 12 to 25 years of age, as at 1 May of the year of the Awards.
- The age of the nominee must be provided in the nomination form.
- Nominations in this category will only be assessed on volunteering that has occurred within the Greater Shepparton Local Government Area.

Adult Volunteer:

- Must be 26 years of age and over, as at 1 May of the year of the Awards.
- Nominations in this category will only be assessed on volunteering that has occurred within the Greater Shepparton Local Government Area.

Volunteer Team:

- A group of two or more people.
- Nominations in this category will only be assessed on volunteering that has occurred within the Greater Shepparton Local Government Area.

Long Serving Volunteer:

- 15 years or more service.
- The years of service can be in one or more volunteering roles.
- The years of service can be in one or more organisations/group.
- The years of service do not have to be continuous, but must add up to 15 years or more.
- The number of years of service is not the sole determinant of who receives this award. The decision is based on a number of factors, of which length of service is one. These other factors include the nominee's skills and qualities, the difference the nominee has made, and the significance of the achievements and outcomes of the nominee's volunteering.
- Nominations in this category will only be assessed on volunteering that has occurred within the Greater Shepparton Local Government Area.

Nomination Requirements

- You must complete all fields in the nomination form.
- Include specific descriptive details rather than general statements.
- Please be aware Council will be contacting the nominee to make them aware of the nomination.
- The nominee has the right to accept or decline the nomination.
- The nominator will be notified if the nominee declines.

Completing a Nomination

When selecting a category for your nominee, please consider the following:

- You must only nominate in one category.
- Council reserves the right to transfer a nomination to a more appropriate category if necessary.
- Some wording used in the nomination form will be used for the Nominee Profile booklet and may be used on Council's webpage and media materials.
- The Assessment Panel can only assess information provided in the nomination form, so make sure you provide answers to all questions.

Assessment Process

Once the nomination has been received, Council Officers will review the nomination to ensure:

- the nomination meets the eligibility criteria; and
- all of the required information is available for the nomination to be progressed to the assessors.

Eligible nominations are then assessed by an independent Assessment Panel (or panels) using only the information provided in the nomination. Responses in the nomination will be considered against the assessment criteria/questions, and the relevance of the nominee's contributions to the selected category description.

Council reserves the right to appoint more than one Assessment Panel.

The Assessment Panel consists of:

- two community members; and
- an Officer of Greater Shepparton City Council.

The Assessment Panel's decision is final, and no correspondence will be entered into.

Celebrating the Winners

- All nominees will be notified of their nomination.
- All nominees and nominators will be invited to attend the Volunteer Recognition Awards Ceremony.
- All nominees can invite guests to attend the Volunteer Recognition Awards Ceremony.
- Each nominee will receive recognition at the Awards ceremony.
- Winners will be notified and recognised at the Awards Ceremony.