

Volunteer Recognition Awards Guidelines

Greater Shepparton City Council's 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 each May.

These guidelines are intended to help you understand how to make an eligible nomination.

To be eligible the volunteering must occur in the Greater Shepparton Local Government Area.

Award Categories

- **Young Volunteer:** 12 to 25 years
- **Adult Volunteer:** 26 years and over
- **Volunteer Team:** A group of 2 or more people
- **Long Serving Volunteer:** 15 years or more service

Submitting your nomination

- Nominations must be submitted via the link provided at <https://greater-shepparton.com.au/community/neighbourhoods/awards/volunteer-awards>
- You 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 this information will be used in the Nominee Profile booklet.
 - Check the spelling of names supplied noting this will be printed on a certificate and in the Awards Nominee Profile booklet
- You will receive confirmation once your nomination has been successfully submitted
- Council Officers are available to provide support to anyone who may need assistance completing the nomination form, or has any questions about the Volunteer Recognition Awards. Contact details are at the end of these guidelines.
- Late nominations will not be accepted

Nominee eligibility

To be eligible for an award, nominees must:

- Volunteer in the Greater Shepparton municipality
- Be 12 years of age and over

A nomination will be deemed ineligible if the nominee is:

- Volunteering as part of their employment
- Receives payment for their 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.

Nomination requirements

- You must complete all fields in the nomination form

- Include specific descriptive details rather than general statements
- Please be aware that 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 deemed appropriate
- 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.

Assessment Process

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

- The nomination meets the eligibility criteria
- All of the required information is available for the nomination to be assessed.
- Eligible nominations are then assessed by an independent Assessment Panel using the information provided and considers responses against the assessment criteria/questions.
- The Assessment Panel consists of:
 - Two community members
 - A senior Officer of Greater Shepparton City Council.

Assessment criteria

- The nomination is first reviewed to determine the relevance of the nominee's contributions to the selected category description
- Once the nominations within each category have been confirmed, the Assessment Panel review the information provided and evaluate the responses against the nomination questions/criteria:
 - **Why** you are nominating the volunteer/s? (one sentence)
 - **Which** organisation/s and/or community group/s does the nominee/s volunteer for? Please list:
 - **What** does the volunteer/s do at the organisation/s and/or community group/s? Please list the organisation/group and the volunteer tasks. (150 words max.)
 - **How** has the volunteer made a difference and **Who** has the volunteer made a difference to? (150 words maximum)
 - **Skills and qualities** of the volunteer/s. Please list:
 - **Achievement/s and outcome/s** (150 words) – Highlight one or more major achievement/s and/or outcome/s the volunteer/s has been integral to.
 - **Summary** - Why does the volunteer/s deserve this award? (100 words max.). Please note: this information will be used for the Nominee Profile Booklet.
- The Assessment Panel will assess the applications to determine the category winners; they will decide the winners of the awards.
- The Assessment Panel's decision will be final. No correspondence or discussion will be entered into regarding the decision.
- All nominations will receive formal acknowledgment and an invitation to attend the Volunteer Recognition Award Ceremony (usually held) during National Volunteer Week.

Celebrating the winners

- All nominees will be notified of their nomination
- All nominees can invite guests to attend the Volunteer Recognition Awards Ceremony
- All nominators will be invited 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.

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 who volunteers (according to the definition above) within the Greater Shepparton municipality and is being nominated for a Volunteer Recognition Award.

Further information and assistance

For further information and assistance, please contact:

Emma Hofmeyer and/or Lacey Gunn, Community Development Officers.

Greater Shepparton City Council

Phone (03) 5832 9700.

Email: emma.hofmeyer@shepparton.vic.gov.au or lacey.gunn@shepparton.vic.gov.au