

Nomination Guidelines

The Tasmanian Volunteering Awards program is presented by Volunteering Tasmania and is made possible with thanks to our awards partners.

Thank you for taking the time to nominate for the Tasmanian Volunteering Awards 2024. Every year, we shine a spotlight on the profound effects of volunteerism within Tasmanian communities. Our island's spirit is bolstered by community participation – a vision that transforms every individual effort into a brilliant celebration. This vision is brought to life daily by the 332,100 volunteers who generously donate their time, enriching Tasmania with their dedication.

Nominating a volunteer goes beyond acknowledging an individual; it reinforces our collective culture, a culture where each act of giving contributes to the narrative of community support in Tasmania. By nominating a volunteer today, you help showcase the significant role their contributions play in shaping the Tasmanian way of life.

Before you get started on the nomination form, please check the eligibility criteria and read the following information carefully to ensure that you have all the necessary details.

Important Note - The nomination form can NOT be saved and resumed later. You may like to prepare your nomination in an external document and then transfer to the online nomination form when ready to submit.

Once you have completed the nomination form and clicked 'submit', you will see an automatic message displayed if you have submitted successfully. If you would like to receive a copy of your nomination, please tick the box for: 'Send me a copy of my responses'.

Please contact us for further information or assistance, on (03) 6231 5550 or team@volunteeringtas.org.au

Once judging has concluded, finalists will be contacted and invited to attend the awards ceremony at Government House, Hobart.

Key Dates:

Award nominations open: 19 June 2024

Closing date for nominations: 11:59pm, Wednesday 14 August 2024

Finalists announced: October 2024

Awards ceremony: 2.30pm to 5.00pm, Wednesday 13 November 2024

Definitions

Volunteering - Volunteering is defined as ‘time willingly given for the common good and without financial gain.’ If you are giving your time freely to the broader community, and not getting paid for it, then you are a volunteer. For more information visit the Volunteering Australia website: www.volunteeringaustralia.org/resources/definition-of-volunteering/#/ Contact Volunteering Tasmania if you are unsure, on (03) 6231 5550 or team@volunteeringtas.org.au

Examples of volunteering:

Any formal volunteering done with an organisation or group, such as charities, neighbourhood houses, local councils, environmental groups, animal shelters, emergency services etc

Also, informal volunteering which is not attached to an organisation, and where places and people outside your household and family benefit.

Volunteering can be in person, or remote (online, by phone etc).

Not volunteering:

Helping your family or people you live with, such as assisting your flat mate with the dishes, mowing your grandmother’s lawns, or helping your cousin with their homework.

Nominee – the person, group or organisation who is being nominated for an award.

Nominator – the person who is completing the nomination form and nominating someone for an award.

Note: if you are nominating yourself, you would be the nominator as well as the nominee.

Referee – someone who can confirm the details provided and vouch for the achievements noted in the nomination. This might be the volunteer manager or leader, a fellow volunteer, or anyone with knowledge of the nominee’s voluntary work.

Terms and Conditions

1. All nominees must:

- Have given their time willingly for the common good and without financial gain, for the benefit of Tasmania.
- Have given their time during the period from 1 April 2023 to 14 August 2024
*Exception of the Lifetime Commitment Award which has no time limitation.
- Have volunteered for a community group, registered not-for-profit organisation, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies.

2. Nominations

- You may nominate the same individual/organisation for multiple categories; however, you must complete a separate form for each nomination, specific to the category.
- You may nominate multiple individuals/organisations for the same category, however each nominee requires a separate form.
- Nominees may only be successful as winner of one category, with the exception of the Premier's Volunteer of the Year which will be selected from all category winners.
- Nominees can self-nominate or be nominated by another person.
- Winners of any category of the Tasmanian Volunteering Awards 2023 (individual or organisational) are not eligible to re-nominate for any category of the Tasmanian Volunteering Awards 2024.
- Volunteering Tasmania may extend the nomination deadline at their discretion.

3. Judging

- All nominations will be reviewed by an independent judging panel, and judging is based solely on the information provided in nominations.
- The judging panel reserves the right to reallocate nominations to different categories if appropriate.
- The judges' decision will be final.
- Nominees and nominators may be contacted for further clarification during the selection process, if required by the judging panel.

4. Award Category eligibility

- The Premier's Volunteer of the Year Award:** This award is chosen by the award judging panel from all winners across all categories.
- Tasmanian Youth Volunteer of the Year Award:** Individual or group, nominees must be aged between 12-25 (as of 14 August 2024) Nominations for volunteers aged under 18 will require parent/guardian permission.
- Inclusive Volunteering Award:** Nominees may be an individual, group or organisation.
- Volunteer Impact Award (Corporate/Partnerships):** For-profit or corporate organisations who have made positive impact through volunteering.
- Excellence in Volunteer Leadership and Management Award:** Nominees can be a designated Volunteer Manager or Volunteer Coordinator, or a team of Volunteer Managers/Coordinators in a Volunteer Involving Organisation. The nominee may either be in a paid or voluntary role.
- Volunteer Impact Award (Individual):** Nominees are individuals who have made exceptional contributions through volunteering.
- Volunteer Impact Award (Group):** Nominees are community groups who have made exceptional contributions through volunteering.

- h. **Lifetime Commitment Award:** Nominees are individuals who have made significant and ongoing contributions through volunteering, throughout their lifetime.

Nomination Process

All nominations **MUST** be completed and submitted online via the Volunteering Tasmania website – volunteeringtas.org.au/2024-tasmanian-volunteer-awards/ before 11:59pm Wednesday 14 August, 2024.

If you require assistance or have any questions during the nomination process, please contact the Awards team via team@volunteeringtas.org.au or phone (03) 6231 5550.

Important Note - The nomination form can NOT be saved and resumed later. You may like to prepare your nomination in an external document and then transfer to the online nomination form when ready to submit.

Any partially completed or unsubmitted nominations are not able to be considered.

As all certificates and awards will be 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 to ensure receipt of any correspondence.

Nominee's Permission

All nominators must have permission from the person or team they are nominating to disclose their personal information as part of their entry in the Tasmanian Volunteering Awards 2024.

For full details on Volunteering Tasmania's Privacy Policy, please visit - volunteeringtas.org.au/about-us/core-documents/

Nominee details required:

- Nominee's Name
- Nominee's Age (if under 18 years old)
- Nominee's Email Address
- Nominee's Phone Number
- Nominee's Postal Address
- Name of Organisation or Group where the nominee gives their time (if applicable)

Nominator details required:

- Nominator's Name
- Nominator's Email Address
- Nominator's Phone

- Nominator's Relationship to Nominee (eg. friend, family member, fellow volunteer)

Nominee's Volunteering Achievements

Nominators should provide a comprehensive outline of the nominee's work as it pertains to the award category description.

As judging is based only on the information you provide in this section, it is essential that you include a comprehensive and meaningful description of the nominee's work.

Please ensure your answers are concise (up to 300 words) and address the criteria, with relevance to the specific award category.

Nomination Criteria

Criteria for all categories generally align with the following, but please check for any small changes specific to the category you are nominating for:

- Provide a detailed **outline** of the nominee's voluntary work and what is notable about their achievements i.e. what the nominee does which is worthy of recognition, what have been their initiatives or innovations, how they are an inspiration. (Max 300 words)
- Tell us about the **effect** the nominee's voluntary work has had on their community or in Tasmania i.e. what the nominee achieves through their volunteering, what their impact has been, some of the broader benefits of their work, how they have made a positive difference. (Max 300 words)

Referee

All nominations require contact information for one referee who can confirm the details provided. This might be the volunteer manager or leader, a fellow volunteer, or anyone who can vouch for the achievements noted in the nomination.

The nominee and the nominator cannot be listed as a referee.

Referees listed must be informed that you are disclosing their personal information on the nomination form. Details required:

- Name
- Organisation (if applicable)
- Phone Number
- Email Address

You will be required to acknowledge the following declaration.

Declaration

- I acknowledge and give permission that all information submitted within this application form can be used by Volunteering Tasmania for the purposes of judging.
- I have read, understood and agreed to the terms and conditions relating to the Awards and accept the judges' decision is final.
- I have permission from the nominee to submit this nomination.

Awards Category	Award Partner
<p>The Premier’s Volunteer of the Year Award Presented in honour of an individual who has made an exemplary positive impact towards the wellbeing of Tasmania, through volunteering.</p>	<p>SUPPORTED BY</p> 
<p>Tasmanian Youth Volunteer of the Year Award An individual, team or group (aged 12-25) whose volunteering contributions have made a significant positive impact on their community. Nominees will have demonstrated their dedicated commitment to a cause and applied a significant amount of energy, effort, thought or skill to their volunteering work.</p>	
<p>Inclusive Volunteering Award Recognises an individual, team or organisation who have demonstrated active commitment to inclusive practices and behaviours by reducing and removing barriers to volunteer participation. The nominees' efforts will have resulted in a significant and beneficial social impact in their community, or to individuals, by encouraging greater representation.</p>	
<p>Excellence in Volunteer Leadership and Management Recognises a volunteer manager, coordinator, or leader for their outstanding contribution to the profession. Nominees will have built effective volunteer networks and partnerships, empowered others, or proactively engaged and strengthened community.</p>	
<p>Volunteer Impact Award (Corporate/Partnerships) Presented in recognition of a for-profit organisation that has made a positive, measurable and sustainable social and/or economic impact on the Tasmanian community through volunteering. Nominees will have made a significant difference through establishing or maintaining effective and enduring partnerships with not-for-profit organisations, business, or local community.</p>	
<p>Volunteer Impact Award (Individual) Celebrates an individual whose volunteering has made a remarkable difference for people, a community, group, organisation, or cause in Tasmania over the past year. Nominees will have led or inspired positive change through their volunteering.</p>	
<p>Volunteer Impact Award (Group or Program) Presented in recognition of a community group or community-led program that have provided important local services, led positive change, or supported significant improvements and benefits in the community.</p>	
<p>Lifetime commitment award Honours a dedicated and passionate individual who have a sustained and substantial record of volunteer commitment to a community, group, organisation, or cause in Tasmania.</p>	