

Quick Tips

Understand why you are nominating

The Tasmanian Volunteering Awards are about thanking and celebrating volunteers with a prestigious honour. It is an incredibly rewarding and gratifying experience for everyone involved. By nominating a volunteer, you help showcase the significant role their contributions play in shaping and supporting Tasmanian communities.

Before you start:

- Ensure you have permission of the person or group you are nominating.
- Read through the [Nomination Guidelines](#) carefully and familiarise yourself with the terms and conditions, eligibility requirements and category criteria.
- Gather all the details, information and supporting evidence you will need.

Be clear, concise and compelling!

- Only include details that are directly relevant to the award criteria and category.
- Stick to the word count; any words over the limit will be excluded from judging.
- Ensure each word has a purpose – delete anything that doesn't add clarity.
- Use simple language that is clear, succinct and easy to read.
- Powerful statements can help create a convincing and persuasive argument in support of your nomination.
- Try to present your nomination in a way that sets it apart from others.

Write it well

- Provide the most important information in the first few sentences and then expand as necessary.
- Pay attention to spelling, grammar and punctuation, to ensure your nomination stands out only for the right reasons.
- The first time you use an acronym, spell it out e.g. Volunteering Tasmania (VT).
- Give yourself enough time to prepare the nomination, don't rush it.

Back up your claims

- Support your statements with specific examples that elaborate on why the nominee's accomplishments are worthy of the award, relevant to the specific award category.
- Examples might include outcomes, data, results, or activities which go above and beyond the usual role description and expectations.
- You might be able to gather evidence from existing sources such as:
 - reporting on grants or in annual reports
 - previous awards nominations
 - text from web pages, fact sheets, presentations, speeches, newsletters and article.

Demonstrate impact

- How has this nominee made a positive difference?
- Consider any special characteristics, skills or contributions that makes the nominee truly exceptional.
- Highlight what makes this nominee stand out, such as collaborations, initiatives, team building, or leadership demonstrated.
- Outline their dedication and investment in volunteering, or the value of their contribution to your organisation or the community.
- Consider including testimonials or quotes to support your case (within the word count).

Put yourself in the judges' position

- Remember, the judges are reading multiple award nominations – try and make yours stand out.
- Don't assume that judges know anything about the nominee or program, and achievements.
- Judges can only assess the information presented in your nomination and will be scoring purely on how well the nomination meets and addresses the criteria and category.