

National 20-26 MAY 2024  
**Volunteer**  
Something for Everyone Week



# Nomination Guidelines 2024

NOMINATIONS CLOSE 1pm 19th APRIL 2024



Department of  
Local Government, Sport  
and Cultural Industries



Albany & Regional  
Volunteer Service



National 20-26 MAY 2024  
**Volunteer**  
Something for Everyone Week



## Contents

Background .....	3
The Award Categories .....	3
Key Definitions .....	3
Submitting Your Nomination .....	3
Nominee Eligibility.....	4
Further Eligibility Information - Award Categories .....	4
Nomination Requirements .....	5
Completing a Nomination .....	5
Assessment Process .....	5
Celebrating the Winners .....	5

## Background

The Albany & Regional Volunteer Service Recognition Evening is an opportunity to recognise and thank volunteers who contribute their time and energy for the good of our community. The Volunteer Recognition Evenings are held annually during National Volunteer Week.

By establishing these events, Albany & Regional Volunteer Service (ARVS) 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 Great Southern area 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 by ARVS.

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. This information will also be used in the Nominee Profile at the presentation event.
- Check the spelling of names supplied noting this may be printed on a certificate and on the Awards Nominee Profile.

You will receive confirmation once your nomination has been successfully submitted.

ARVS staff are available to provide support to anyone who may need assistance completing the nomination form or answer any questions about the Volunteer Recognition Evening more generally. Contact us by email at [volstaff@arvs.org.au](mailto:volstaff@arvs.org.au) or phone (08) 9841 3588.

Late nominations will not be accepted. Nominations close 1pm 19April, 2024

## Nominee Eligibility

To be eligible for nomination, nominees must:

- Have volunteered in the Greater Southern area.
- 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.
- Receives payment for the efforts they are being nominated for.
- Submitting an application on behalf of themselves. (This applies to individuals only.)
- A representative from a team may nominate their team.

## 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 Great Southern 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 Great Southern 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 Great Southern 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.

Nominations in this category will only be assessed on volunteering that has occurred within the Great Southern Area.

## Nomination Requirements

- You must complete all fields in the nomination form.
- Include specific descriptive details rather than general statements.
- Please be aware ARVS 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.
- ARVS 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 and may be used on ARVS webpage and media material.

## Assessment Process

Once the nomination has been received, ARVS 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 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.

## Celebrating the Winners

- All nominees will be notified of their nomination.
- All nominees and nominators will be invited to attend the Volunteer Recognition Evening
- All nominees can invite guests to attend the Volunteer Recognition Awards Evening.
- Each nominee will receive recognition at the evening event.