THE WESTERN AUSTRALIAN VOLUNTEER OF THE YEAR AWARDS 2016

GET READY TO NOMINATE...

Established by Volunteering WA in 2011, and now in its seventh year, these Awards recognise the outstanding contribution of Western Australian volunteers, volunteer involving organisations and corporate volunteering programs at work in our community.

Volunteering WA could not present The Western Australian Volunteer of the Year Awards 2016 without the valued support of Presenting Partner, Bankwest Foundation, and Individual Award Partners:
THE WESTERN AUSTRALIAN
VOLUNTEER OF THE YEAR AWARDS 2016

FOLLOW THESE 10 STEPS TO GET READY TO NOMINATE...

1. Confirm your nominee agrees to being nominated and the media coverage that may follow

2. Identify which award category is appropriate for your nominee

3. Identify two people to be referees and confirm they are willing to be referees.

4. Check the entry conditions for the award.

5. Research facts and information that shows the amazing contribution of your nominee.

6. Collect supporting evidence, eg photos, media clippings, letters or statements of support, certificates, marks of achievement — up to 4 sides of A4. You can add this to your online nomination as a zip file (see instructions on page 2 of the nomination form) OR email it as pdf attachment to jane@volunteeringwa.org.au with the name of the nominee and award title as the subject

7. Compose your responses to the 3 selection criteria—up to 500 words for each—explaining why your nominee deserves to receive this award.

8. Obtain a photo of your nominee in a relevant setting that shows the nominee’s face. Photos must be in jpeg format, at high resolution (ie 1MB). Email this photo to jane@volunteeringwa.org.au with the name of the nominee and award title as the subject.

9. Go online at www.volunteeringwa.org.au and complete the online nomination form. (Please note: Nominations must be submitted online – the sample nomination form included in this kit is provided to help you to prepare your nomination.)

10. Submit your nomination and supporting documents by 5pm Friday 11 March 2016.

ANY QUESTIONS?

Jane Mason
Volunteering WA
City West Lotteries House, 2 Delhi Street, West Perth WA 6005
@ jane@volunteeringwa.org.au
创新发展
THE WESTERN AUSTRALIAN VOLUNTEER OF THE YEAR AWARDS 2016

AWARDS FOR INDIVIDUALS

Please select ONE of the following Awards. If you nominate for one of the first four awards listed, you may also enter your nominee for The West Australian Newspaper People’s Choice Award.

Nominees for The Western Australian Excellence in Volunteer Management Award (and either of the organisation awards) are not eligible for nomination for The West Australian Newspaper People’s Choice Award.

1. THE WESTERN AUSTRALIAN YOUTH VOLUNTEER OF THE YEAR AWARD
Presented in celebration of an individual aged 18 – 30 years who has made an outstanding voluntary commitment and who through their volunteering has positively impacted on the lives of others.

2. THE WESTERN AUSTRALIAN LIFETIME CONTRIBUTION TO VOLUNTEERING AWARD
Presented in honour of an individual who has made an exemplary life-long contribution to volunteering and who through their volunteering has contributed to the betterment of Western Australia and its people.

3. THE WESTERN AUSTRALIAN VOLUNTEER AWARD FOR ETHNIC COMMUNITIES
Presented in honour of an individual who through their volunteering with culturally and linguistically diverse communities has made an exceptional contribution to the betterment of life in Western Australia.

4. THE WESTERN AUSTRALIAN VOLUNTEER OF THE YEAR AWARD
Presented in honour of an individual who has made an exemplary voluntary contribution and who through their volunteering has made a significant impact in their community.

5. THE WEST AUSTRALIAN NEWSPAPER PEOPLE’S CHOICE AWARD
Voted for online by fellow citizens, this award is presented in celebration of an individual who is an ‘unsung hero’ in our community and who through their volunteering has enhanced the lives of others and the community.

6. THE WESTERN AUSTRALIAN EXCELLENCE IN VOLUNTEER MANAGEMENT AWARD
Presented in acknowledgment of an individual salaried or non-salaried volunteer manager who has demonstrated good practice in the management of volunteers and the delivery of volunteer programs.
ENTRY CONDITIONS

These apply to all individual awards with the exception of The West Australian People’s Choice Award (see overleaf):

1. Individual nominees must be Australian citizens, residing in Western Australia.
2. Nominations for individual awards may be put forward by community organisations, local and state government agencies, industry groups or individuals.
3. Nominators must not be related to the nominee.
4. Nominators must complete the nomination form and provide contact details of two (2) referees.
5. The nominee and the two (2) referees must be aware of and agree to the nomination.
6. Nominees must agree to any media publicity and promotion associated with the Awards as requested by Volunteering WA or its nominated PR/Media liaison.
7. Nominees for the Western Australian Youth Volunteer of the Year Award must be aged between 18 and 30 years on 11 May 2016.
8. Referees must not be related to the nominee.
9. All hard copies of nomination information and supporting material will remain the property of Volunteering WA and will not be returned.
10. Nominators must provide one (1) current high resolution (1MB) photograph of the nominee in a relevant setting that shows the nominee’s face.
11. A selection panel drawn from experienced voluntary and community sector leaders will consider all nominations and select the recipients.
12. The judges’ decision will be final with no correspondence being entered into.

PRESENTATION OF THE AWARDS

The recipients of each of the individual awards will be invited with a guest to attend the Gala Awards Presentation Dinner to receive their awards. The Awards presentation will be held at the Hyatt Regency Perth Hotel on Wednesday 11 May 2016.
The Western Australian Volunteer of the Year Awards 2016

Entry Conditions Cont...

These apply to The West Australian People’s Choice Award only:

You may just nominate for this award. If you nominate for The Western Australian Volunteer of the Year Award, The Western Australian Youth Volunteer of the Year Award, The Western Australian Lifetime Contribution to Volunteering Award and The Western Australian Volunteer Award for Ethnic Communities you may also enter your nominee for The West Australian People’s Choice Award.

1. Individual nominees must be Australian citizens, residing in Western Australia.

2. Nominations may be put forward by community organisations, local and state government agencies, industry groups or individuals.

3. Nominators may be related to the nominee.

4. Nominators must complete the nomination form and provide contact details of two (2) referees.

5. The nominee and the two (2) referees must be aware of and agree to the nomination.

6. Referees must not be related to the nominee.

7. Nominators must provide one (1) current high resolution (1MB) photograph of the nominee in a relevant setting showing the nominee’s face.

8. Nominees must agree to participate in any media and/or promotion associated with this Award as requested by The West Australian Newspaper and Volunteering WA, or their appointed PR/Media liaison.

9. All hard copies of nomination information and supporting material will remain the property of Volunteering WA and will not be returned.

10. An experienced and respected selection panel will determine up to 10 finalists for the ‘People’s Choice’ Award. The judges’ decision will be final with no correspondence being entered into.

12. The public of Western Australia will be invited to vote for the winner of the ‘People’s Choice’ Award. Only one vote per person will be accepted and the recipient will be the finalist who receives the highest number of votes, subject to a referee check.

13. Each person voting will be entered into a random draw to win $1,000 to be donated to a registered not-for-profit organisation, being the organisation for which the finalist they voted for volunteers. If the finalist is not aligned to any registered not-for-profit organisation, the $1,000 will be donated to a registered not-for-profit organisation of the ‘People's Choice' finalist's choosing.
THE WESTERN AUSTRALIAN VOLUNTEER OF THE YEAR AWARDS 2016

AWARDS FOR ORGANISATIONS

If you are nominating an organisation choose one of these two categories:

1. WESTERN AUSTRALIAN CORPORATE VOLUNTEER OF THE YEAR AWARD
Presented in celebration of a company that has made a significant impact in the community of Western Australian through its employee volunteering program.

2. WESTERN AUSTRALIAN COMMUNITY VOLUNTEER ORGANISATION OF THE YEAR AWARD
Presented in celebration of a volunteer involving community organisation that provides innovative leadership and through good practice in volunteering brings about positive and enduring change to their community.

ENTRY CONDITIONS

1. The organisation nominated must be located and operate in Western Australia.
2. Community, public and private sector organisations may self-nominate (ie nominate itself).
3. Nominators must complete the nomination form and provide contact details of two (2) referees.
4. The nominee and the two (2) referees must be aware of and agree to the nomination.
5. Referees for the Western Australian Corporate Volunteer of the Year Award can be employed by the organisation nominated.
6. All hard copies of nomination information and supporting material will remain the property of Volunteering WA and will not be returned.
7. A selection panel drawn from experienced voluntary and community sector leaders will consider all nominations and will select three finalists for this award, and from these will choose one recipient for the award.
8. The judges’ decision will be final with no correspondence being entered into.

PRESENTATION OF THE AWARDS

Representatives from the three organisations that are deemed the finalists will be invited to attend the Gala Awards Presentation Dinner where the 2016 Award recipients will be announced. The Award presentation will be held at the Hyatt Regency Perth Hotel on Wednesday 11 May 2016.
All nominations MUST be completed and submitted online. This form is to assist you preparing your nomination. You can type in your responses here and then copy and paste to the online nomination form or go straight to www.volunteeringwa.org.au to complete the process.

**NOMINATION AWARD CATEGORY**

Are you nominating an individual? Choose one of the following award categories:

- Volunteer of the Year Award *
- Youth Volunteer of the Year Award *
- Lifetime Contribution to Volunteering Award *
- Volunteer Award for Ethnic Communities *
- People’s Choice Award
- Excellence in Volunteer Management Award (nominee is not eligible for The People’s Choice Award)

*If you are nominating for one of the first four listed you may also enter your nominee for The People’s Choice Award.

Would you like to enter your nominee for The People’s Choice Award as well?  
- Yes  
- No

Are you nominating an organisation? Choose one of the following award categories:

- Corporate Volunteer of the Year Award
- Community Volunteer Organisation of the Year Award

Provide contact details for the Individual (A) OR Organisation (B) as appropriate:

**A: NOMINEE PERSONAL CONTACT DETAILS - INDIVIDUAL**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Nominee title eg Mr</td>
<td></td>
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<tr>
<td>Nominee full name</td>
<td></td>
</tr>
<tr>
<td>Post Nominal eg OA</td>
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<tr>
<td>Age</td>
<td>Years of volunteering</td>
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<tr>
<td>Address (home) of nominee</td>
<td></td>
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<tr>
<td>Suburb</td>
<td>State &amp; Post Code</td>
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<td>Email</td>
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<td>Contact number (during business hours)</td>
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<tr>
<td>Organisation (the individual volunteers with)</td>
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**B: NOMINEE CONTACT DETAILS - ORGANISATION**

<table>
<thead>
<tr>
<th>Field</th>
<th>Details</th>
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<tbody>
<tr>
<td>Contact person title eg Mr</td>
<td></td>
</tr>
<tr>
<td>Contact person full name</td>
<td></td>
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<tr>
<td>Organisation (nominee)</td>
<td></td>
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<tr>
<td>Address of nominee</td>
<td>State &amp; Post Code</td>
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<td>Suburb</td>
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<td>Email</td>
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<td>Contact number (during business hours)</td>
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</table>
REFEREE 1 DETAILS

<table>
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<tr>
<th>Full Name</th>
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<tr>
<td>Relationship to nominee</td>
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<tr>
<td>Email</td>
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<tr>
<td>Phone Number</td>
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REFEREE 2 DETAILS

<table>
<thead>
<tr>
<th>Full Name</th>
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<tr>
<td>Relationship to nominee</td>
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<td>Email</td>
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<td>Phone Number</td>
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NOMINATOR DETAILS

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<tr>
<th>Full Name</th>
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<tbody>
<tr>
<td>Organisation</td>
</tr>
<tr>
<td>Relationship to nominee</td>
</tr>
<tr>
<td>Email</td>
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<tr>
<td>Phone Number</td>
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</table>

SELECTION CRITERIA

Explain why your nominee deserves to receive this award by addressing these 3 criteria — up to 500 words per response. Please use the space provided to draft your response.

1. The nominee’s contribution and demonstrated benefit to their local community, region or State?
2. What is outstanding about the nominee and the work he/she/the organisation does?

3. Evidence of initiative, innovation, capacity building, best practice in volunteering and sustainability of contribution?

CHECK LIST

☐ I have confirmed the nominee agrees to being nominated and is aware of the possible media coverage that may follow.

☐ I have checked the referees agree to being referees.

☐ I have read and agree to all the relevant conditions of entry.

☐ I have four A4 pages of supporting information.

☐ I have a good quality photo (1MB) of the nominee in a relevant setting.

☐ I have informed the nominee the recipients of the awards will be announced at the Gala Dinner Awards Presentation on the evening of Wednesday 11 May 2016 at the Hyatt Regency Hotel Perth.
SUPPLEMENTARY INFORMATION

Up to 4 sides of A4 additional information will be accepted to support your nomination.

You can email these as a PDF to the Awards Coordinator at:

jane@volunteeringwa.org.au

OR upload these as a zipped file to your online nomination.

INSTRUCTIONS FOR ZIPPING

On Windows 8 or 10 machines:

1. Save the documents in separate folder
2. Right click on the folder holding the documents
3. Select ‘send to’
4. Select ‘compressed (zipped) folder’

On Windows 7 machines:

1. Start Windows Explorer. Usually, you will find a yellow folder icon on the toolbar on the bottom of your screen. Click on this icon. If you don't see a yellow folder icon, then click on the Start icon at the bottom left of your screen, and then type "Windows Explorer" (don't type the double quotes) into the textbox that says "Search programs and files".
2. Navigate to the folder that contains the files you want to place into your zip file.
3. Point your cursor to a position in the Windows Explorer windows so that the cursor is not pointing to anything
4. Right-click your mouse. Select New... and then "Compressed (zip) file". A new zip icon or file will appear, depending on how you are viewing your folder
5. Select a file by left-clicking your mouse, then drag it into the zip file. Repeat this process for each file that you want to include in the zip file.

On (older) Windows XP machines:

1. Start Windows Explorer (right-click the Start menu, then choose Explore).
2. Navigate to the folder in which you want to create a .zip file.
3. On the File menu, point to New, and then click Compressed (zipped) Folder. Type a name for the new folder, and then press ENTER.
4. Using Windows Explorer, drag any files you wish to place into the .zip file.

On Mac OSX

1. Right click and send to compressed files

YOU ARE NOW READY TO SUBMIT YOUR NOMINATION ONLINE

To submit your nomination online go to: www.volunteeringwa.org.au

Nominations close at: 5.00pm Friday 11 March 2016