

## Individual Recognition Award 2020

# *Individual Nomination*

### Background

This award recognises and honours people who have made an outstanding contribution in our community.

Nominees will be judged on their voluntary work within the nominating organisation and the wider community. These services must be given voluntarily to help others without expecting any personal or financial gain.

There will be two overall individual winners, one in the general category, one in the youth category.

### Criteria

- Youth Volunteers up to the age of 25 at close of nominations may be nominated in the **youth category** (see separate nomination form)
- The organisation must have Not-for-Profit / For Purpose Charitable Status.
- A winner (individual or team) of a Volunteer Recognition Award within the past two years will not be eligible for nomination by the same organisation in the same category.
- An organisation may make a maximum of one nomination per category.
- Organisations with multiple branches can nominate in each category per branch.
- Nominations must be typed or clearly written. **Please ensure you fill in all of the nomination form, as each section is allocated a points value.**
- **Inadequate or incomplete nominations will be returned.**
- Any supporting material submitted will not be returned.
- Judging will be conducted solely by a committee nominated by Volunteering New Plymouth. The judges' decision will be final, with no correspondence entered into.
- Selected personnel from nominating organisations may be photographed for publicity purposes.



**Volunteering  
New Plymouth**

*Te Tuari o Ngamotu*

## ***Volunteer Recognition Awards 2020***

# **Individual Volunteer Award Nomination Form**

*(Please read through criteria for this award before completing the form)*

### **Name of Nominee:**

*(Used on certificate)* .....

**Address:** .....  
.....

**Telephone:** ..... **Mobile:** .....

**Email:** .....

**Name of Nominating Organisation:** .....

**Contact Person:** .....

**Position:** .....

**Address:** .....  
.....

**Telephone:** ..... **Mobile:** .....

**Email:** .....

### **Supporting information required:**

1. Volunteer information which covers a description of the volunteer's effort, skills and attributes as outlined on the following page.
2. A page detailing the service given by the nominee - between 100 - 200 words to be used in a citation and for publicity.

**Name of Nominee:**

**Nominating Organisation:**

**Nominee's position in your organisation:**

1. How long has the nominee been with the organisation?

2. Average hours given per month:

3. What skills does the nominee bring to your organisation?

4. What other attributes / special characteristics does the nominee bring to your organisation?

5. How do they contribute to your organisation's vision, mission and values? (ie Innovation, fundraising, founder)

6. Describe their impact on the community or your clients / organisation

7. Please list any other volunteering the nominee has been involved in (you can provide up to three letters of support)

Name of service, organisation, club, etc. Please list.	Position/s held	Years of service in each position

8. What makes this nominee extraordinary?



# Checklist

## This application includes:

- Correctly spelt name of nominee
- Volunteer information covering all points on the nomination form
- Citation page
- Contact details of nominating organisation complete
- Contact details of nominee complete
- Up to three letters of support (optional)
- Signed by an appropriate person

Participation in these Awards indicates acceptance that Volunteering New Plymouth may use information and photographs for publicity purposes.

**PLEASE NOTE:** Nominees must be aware of their nomination before submission.

### Acceptance of Criteria

- I have let the person know that they have been nominated
- I will be attending the event with the nominee

**Name:** \_\_\_\_\_

**Position in organisation:** \_\_\_\_\_

**I agree with the criteria outlined above:**  Agree

**Date:** \_\_\_\_\_

Thank you for completing our form

Thank you for taking the time to consider nominating someone. If you have any queries, please do not hesitate to email or phone us.

The presentation event will be held in the week of 21-27 June 2020 in the New Plymouth District Council Chambers. We will contact the nominees to invite them, but can you please make sure you let the person you have nominated know about it.

The Privacy Act 1993

Volunteering New Plymouth (VNP) undertakes to collect, use and store information provided on this form according to principles of the Privacy Act 1993. The information may be used by VNP for statistical, funding and administrative purposes with VNP.

## Nominations close on Friday, 29<sup>th</sup> May 2020

**Post to:**

Volunteer Recognition Awards  
Volunteering New Plymouth  
Level 4, Devon Centre  
44 Liardet Street  
New Plymouth 4310  
Phone: (06) 758 8986  
Email: [coordinator@volunteeringnewplymouth.nz](mailto:coordinator@volunteeringnewplymouth.nz)  
Office hours: Mon to Fri 9am - 4pm



*If you have any queries about your nominations please  
phone Marie on (06) 758 8986*



**Volunteering  
New Plymouth**

*Te Tuari o Ngamotu*  
CC52564