Northern Territory Volunteer of the Year Awards 2016

Nomination Guidelines

The Northern Territory Volunteer of the Year Awards are a collaboration between the Department of the Chief Minister, Northern Territory Government, and Volunteering SA&NT. The Awards were developed to recognise and celebrate volunteer effort in the Northern Territory.

Volunteers are individuals or groups who are not paid for their service and contribution to the community (apart from reimbursement of out-of-pocket expenses). A volunteer contributes of their own free choice and without coercion, through a not-for-profit organisation.

Nominations will be assessed by an independent Selection Panel chaired by Volunteering SA&NT. The judges reserve the right not to confer the award in any given category.

Nominations for all Awards close 17 April 2016

There are 5 Award categories:

Chief Minister’s Medal for Volunteering Achievement – recognising exceptional volunteer achievement.

Chief Minister’s Medal for Volunteering Service – recognising considerable volunteer contribution over an extended period of time

Chief Minister’s Medal for Emergency Service – recognising exceptional volunteer achievement (which may include considerable contributions over an extended period of time) within emergency services.

Volunteering SA&NT Award for Organisational Excellence - Small Organisation - recognising a small organisation’s commitment to best practice in managing volunteers.

Volunteering SA&NT Award for Organisational Excellence – Large Organisation - recognising a large organisation’s commitment to best practice in managing volunteers.

Volunteers who are eligible for an individual Award must:

- be endorsed by their volunteer organisation; and
- currently volunteer for a not-for-profit organisation servicing their community in the Northern Territory OR have finished volunteering with the organisation after 1 April 2014; and
- live in the Northern Territory.

Anyone may nominate a volunteer for these Awards. Each nomination must be endorsed by the person’s volunteer organisation. A nominee who is not successful may be nominated again the following year. Award winners in any category are not eligible for nomination following their win, for 5 years, unless they are nominated by a different organisation.
Individual Award Winners receive the Chief Minister’s Medal plus $2,500 payable to a Northern Territory not-for-profit organisation of their choice.

**Chief Minister’s Medal for Volunteering Achievement**

The Chief Minister’s Medal for Volunteering Achievement recognises exceptional volunteer achievement by an individual through a volunteer activity.

Criteria for each nomination:
- describe the volunteer’s exceptional achievement;
- outline the impact the volunteer has had, and the benefits they have provided to the organisation and the local community;
- describe any obstacles overcome by the volunteer as part of their achievement; and
- highlight the level of commitment, dedication and professionalism demonstrated by the volunteer.

**Chief Minister’s Medal for Volunteering Service**

The Chief Minister’s Medal for Volunteering Service recognises considerable volunteer contribution over an extended period of time by an individual volunteer.

Nominations must demonstrate how a volunteer has contributed to their community over an extended period of time and may include volunteering across several organisations.

Criteria for each nomination:
- describe the extent of the volunteer contribution over an extended period of time;
- outline the impact the volunteer has had, and the benefits they have provided to the organisation and the local community;
- describe any obstacles overcome by the volunteer during this time; and
- highlight the level of commitment, dedication and professionalism demonstrated by the volunteer.

**Chief Minister’s Medal for Emergency Service**

The Chief Minister’s Medal for Emergency Service recognises exceptional volunteer achievement, which may include considerable contributions over an extended period of time within Emergency Services.

Criteria for each nomination:
- describe the volunteer’s exceptional achievement, which may include considerable contributions over an extended period of time;
- outline the impact the volunteer has had, and the benefits they have provided to the organisation and the local community;
- describe any obstacles overcome by the volunteer during this time; and
- describe the level of commitment, dedication and professionalism demonstrated by the volunteer.
Volunteering SA&NT Award for Organisational Excellence – Large Organisation

Volunteering SA&NT Award for Organisational Excellence – Small Organisation

These two Awards recognise an organisation’s commitment to best practice in volunteer management.

Criteria for each nomination:
✓ organisations must be registered as not-for-profit; and
✓ must have operated within the NT community during the past 12 months; and
✓ must operate with a majority of volunteers.

Anyone may nominate any not-for-profit organisation. Each nomination must be endorsed by the nominated organisation.

Small Organisations must have 20 or less Full-Time Equivalent paid staff (not volunteers).
Large Organisations must have more than 20 Full-Time Equivalent paid staff (not volunteers).

The criteria for each nomination includes:
- demonstrated best practice in volunteer management;
- initiative and innovation (the impact, benefit and effectiveness of volunteer management on the organisation, the volunteers and community); and
- capacity building and sustainability (how much the organisation has increased or maintained volunteering and community participation in its activities).

The Small Organisation Award Winner receives a trophy and $3,000 towards the ongoing work of their organisation.

The Large Organisation Award Winner receives a trophy and $2,000 towards the ongoing work of their organisation.

If a winner of the Organisational Award categories is not an incorporated association, the prize money must be accepted by an auspicing incorporated organisation.

NT VOLUNTEER CERTIFICATE OF APPRECIATION

The NT Volunteer Certificate of Appreciation recognizes individual volunteer effort and commitment during 2015.

To be eligible for an NT Volunteer Certificate of Appreciation, the volunteer must be selected and nominated by their volunteer organisation. This is not a judged category and there are no selection criteria. Each volunteer nominated will be recognised. This category enables organisations to acknowledge one of their volunteers for their time, effort or something they have done, and provides an additional opportunity to recognise an outstanding volunteer.
Any organisation may nominate one of their current volunteers. Volunteers who are nominated for a Chief Minister’s Medal are not eligible for the Certificate of Appreciation.

Nominations for the Certificate of Appreciation close by 17 April 2016

**FORMAT FOR ALL NOMINATIONS**

Nominations must be submitted electronically and address the criteria for each award. Organisations may nominate more than one volunteer for any of the Chief Minister’s Medals, but only one volunteer for the NT Volunteer Certificate of Appreciation.

All nominees for the Chief Minister’s Medals and Certificates of Appreciation must agree to the nomination.

All nominees for the Chief Minister’s Medals and Certificates of Appreciation must agree to media, publicity and promotion associated with the Awards as requested by the Northern Territory Government or Volunteering SA&NT.

All forms of nomination information will remain the property of Volunteering SA&NT and will not be returned.

**ANNOUNCEMENTS**

Award winners will be announced by the Chief Minister of the Northern Territory in partnership with Volunteering SA&NT during July, to coincide with Territory Day.

**INFORMATION AND NOMINATIONS**

Information and nomination forms on the NT Volunteer of the Year Awards are available on the Volunteering SA&NT website at [www.volunteeringsa-nt.org.au](http://www.volunteeringsa-nt.org.au)

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