Northern Territory Volunteer of the Year Awards 2016

Nomination Examples Sheet – Individual Awards

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 recognise and celebrate volunteer effort in the Northern Territory.

Nominations for all Awards close 21 April 2016.

There are 5 Award categories. Please use the following examples for each Award as a guide when considering and writing your nomination/s.

**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 1 year, 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.

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#### a) Describe this person’s volunteering role in your organisation and explain in detail what has been his/her exceptional achievement. Up to 200 words.

*For example*

- What has been the person’s volunteering role? Have they been working alone or with others?
- Has the person’s volunteering work made a big difference to your organisation – for example something that they have done that would not have happened without them?
- Has their volunteering provided consistent support? In what ways?
- Have they done a unique or challenging role?

Short answers or bullet points are acceptable when writing your answer.

#### b) What immediate difference and impact did this person’s achievement make to your organisation? Up to 200 words.

*Expand on how the achievements of this volunteer, written about in the previous question, has made a difference to your organisation; e.g.*

- Have they increased, improved or helped implement new services?
- Have they increased or helped new clients?
- How has their achievement changed your organisation?

Short answers or bullet points are acceptable when writing your answer.
c) What longer term benefits has this person brought to your organisation? Up to 200 words.

For example consider if the work done by this volunteer will benefit the organisation if they were to leave your organisation. Have they made a sustainable change or impact to your organisation?

Expand on what they have done and why this has resulted in a sustainable change, e.g.

- Increased, improved or implemented new services or programs
- Increased or helped new clients
- Raised community awareness
- Increased funds

Short answers or bullet points are acceptable when writing your answer.

d) Explain why this person deserves this recognition. Up to 200 words.

Expand on what makes this volunteer special and deserving of recognition. Consider the volunteer’s personal attributes such as

- Skills/Abilities
- Personal qualities
- Commitment to the organisation

Short answers or bullet points are acceptable when writing your answer.

e) What did this person have to overcome in making his/her exceptional achievement for your organisation? Up to 200 words.

Consider the sorts of challenges that this volunteer had to overcome to deliver the achievements described in question a).

These may be challenges that the person had to overcome

- on a personal level such as finding time in a busy life, disability or illness, other responsibilities outside the organisation
- or organisational challenges such as lack of resources or funding
- or external environment changes such as legislation or government changes, population changes.

Short answers or bullet points are acceptable when writing your answer.
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.

a) Tell us about this person’s volunteering involvement in your organisation and include details about the time they contribute, the roles they have undertaken and their achievements. Up to 200 words.

For example
- What has been the person’s volunteering role? Have they been working alone or with others?
- Has the person’s volunteering work made a big difference to you organisation – for example something that they have done that would not have happened without them?
- How long have they been contributing and has their volunteering provided consistent support? In what ways?
- Have they done a unique or challenging role?

Short answers or bullet points are acceptable when writing your answer.

b) What immediate difference and impact did this person’s achievement make to your organisation? Up to 200 words.

Expand on how the achievements of this volunteer, written about in the previous question, has made a difference to your organisation; e.g.
- Have they increased, improved or helped implement new services?
- Have they increased or helped new clients?
- How has their achievement changed your organisation?

Short answers or bullet points are acceptable when writing your answer.
c) What longer term benefits has this person brought to your organisation? Up to 200 words.

For example consider if the work done by this volunteer will benefit the organisation if they were to leave your organisation. Have they made a sustainable change or impact to your organisation?

Expand on what they have done and why this has resulted in a sustainable change, e.g.

- Increased, improved or implemented new services or programs
- Increased or helped new clients
- Raised community awareness
- Increased funds

Short answers or bullet points are acceptable when writing your answer.

d) Explain why this person deserves this recognition. Up to 200 words.

Expand on what makes this volunteer special and deserving of recognition. Consider the volunteer’s personal attributes such as

- Skills/Abilities
- Personal qualities
- Commitment to the organisation

Short answers or bullet points are acceptable when writing your answer.

e) What did this person have to overcome in achieving their considerable volunteer contribution for your organisation? Up to 200 words.

Consider the sorts of challenged that this volunteer had to overcome to deliver the achievements described in question a).

These may be challenges that the person had to overcome

- on a personal level such as finding time in a busy life, disability or illness, other responsibilities outside the organisation
- or organisational challenges such as lack of resources or funding
- or external environment changes such as legislation or government changes, population changes.

Short answers or bullet points are acceptable when writing your answer.
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.

Describe this person’s volunteering role in your organisation and explain in detail what has been his/her exceptional achievement. Up to 200 words.
For example

- What has been the person’s volunteering role? Have they been working alone or with others?
- Has the person’s volunteering work made a big difference to you organisation – for example something that they have done that would not have happened without them?
- How long have they been contributing and has their volunteering provided consistent support? In what ways?
- Have they done a unique or challenging role?

Short answers or bullet points are acceptable when writing your answer.

What immediate difference and impact did this person’s achievement make to your organisation? Up to 200 words.
Expand on how the achievements of this volunteer, written about in the previous question, has made a difference to your organisation; e.g.

- Have they increased, improved or helped implement new services?
- Have they increased or helped new clients?
- How has their achievement changed your organisation?

Short answers or bullet points are acceptable when writing your answer.
What longer term benefits has this person brought to your organisation? Up to 200 words.
For example consider if the work done by this volunteer will benefit the organisation if they were to leave your organisation. Have they made a sustainable change or impact to your organisation?

Expand on what they have done and why this has resulted in a sustainable change, e.g.
- Increased, improved or implemented new services or programs
- Increased or helped new clients
- Raised community awareness
- Increased funds

Short answers or bullet points are acceptable when writing your answer.

Explain why this person deserves this recognition. Up to 200 words.
Expand on what makes this volunteer special and deserving of recognition. Consider the volunteer’s personal attributes such as
- Skills/Abilities
- Personal qualities
- Commitment to the organisation

Short answers or bullet points are acceptable when writing the response.

What did this person have to overcome in making his/her exceptional achievement for your organisation? Up to 200 words.
Consider the sorts of challenges that this volunteer had to overcome to deliver the achievements described in question a).

These may be challenges that the person had to overcome
- on a personal level such as finding time in a busy life, disability or illness, other responsibilities outside the organisation
- or organisational challenges such as lack of resources or funding
- or external environment changes such as legislation or government changes, population changes.

Short answers or bullet points are acceptable when writing your answer.
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.

All nominees for the Chief Minister’s Medals must agree to the nomination.

All nominees for the Chief Minister's Medals 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.

INFORMATION AND NOMINATIONS

Information and nomination forms on the NT Volunteer of the Year Awards are available on Volunteering SA&NT website: www.volunteeringsa-nt.org.au or email: NTvolawards@volunteeringsa-nt.org.au