

Volunteer Awards Ceremony 2006



What?

We are pleased to announce this year's **Volunteer Awards Ceremony**, being held to recognise and acknowledge volunteering activity in the Falkirk Council area.

When and where?

Saturday 28th October 2006 at the Cladhan Hotel (2.00- 4.00pm)

Why?

Volunteers make a tremendous difference to our community. They offer and bring not only their time, but also their energy, skills, individual perspectives and talents: thereby enhancing our communities, local services and lives. We are recognising and celebrating their contribution and also the contribution of local organisations through this Award Ceremony.

How?


The Awards Ceremony is reliant upon people making nominations – this form allows you to do just that. Please complete it to the best of your ability and contact us if you need assistance (contact details at the bottom of this page). Copies of this form can be found on our website www.volunteerfalkirk.org.uk

Main Awards *Any organisation or person can make a nomination for these awards.
An independent selection committee will choose the winning recipient.*

Volunteer of the Year A volunteer who has shown a particularly high level of commitment or worked in particularly difficult circumstances.

Young Volunteer of the Year As above for nominees up to 25 years of age.

Volunteer Engaging Organisation of the Year An organisation which recognises their volunteers and provides challenging and interesting opportunities. (Page 5)

Youth Volunteer Engaging Organisation of the Year  An organisation which engages particularly well with young volunteers and provides these young volunteers with challenging and interesting opportunities. (Page 6)

Service Awards *These Awards are for organisations to nominate their volunteers - based on length of service.*

Long Service Award For 5, 10 and 20 years service.

General Certificate Recognition certificate awarded to all nominated volunteers.

What Next?

Completed nomination forms must be returned by Wednesday **4th October 2006** to: Volunteer Centre Falkirk, Unit 6, Callendar Business Park, Callendar Road, Falkirk, FK1 1XR.

Or, by fax: 01324 692001, or by e-mail: karen@volunteerfalkirk.org.uk

For assistance please contact Karen or Patricia on 01324 692000

**Please note page 2 (reverse of this side) intentionally left blank*

Firstly, we need **your** contact details:

Name and Organisation Name (if any)	Your Address (or Your Organisation's Address)	E-Mail	Telephone

Part A Please complete Part A **only** if you wish to nominate an individual for Volunteer/Young Volunteer of the Year (under 26 years old). If you complete Part A you **must also** complete **Part D** which is on **page 4**.

Award	Name	Address	Name of organisation the person volunteers with
Volunteer of the Year			
Young Volunteer of the Year			

Part B Please complete Part B **only** if you wish to nominate a volunteer(s) for a General Certificate **or** Long Service award. Tick one box only for each volunteer. If you have more than 5 volunteers to nominate, then please include the details of these volunteers on a separate page or alternatively obtain more copies of this form.

Name	Address	Certificate <i>(tick box)</i>	5 Yrs <i>(tick box)</i>	10 Yrs <i>(tick box)</i>	20 Yrs <i>(tick box)</i>	Name of organisation the person volunteers with

Part C If you wish to nominate an organisation for **Volunteer Engaging Organisation of the Year** then please **complete page 5**. If you wish to nominate an organisation for **Youth Volunteer Engaging Organisation of the Year** then please **complete page 6**.

Part D Judging Criteria for Volunteer of the Year and Young Volunteer of the Year.

You will need to copy this page if you are nominating somebody for both categories.

This page needs to be completed to allow an independent judging panel to select the most appropriate nominee for the Award. Please aim for no more than 100 words in the "Activity", "Accomplishment" and "Effect" sections below and where possible give an example to support your statements about the nominee. The following are things to consider which will help judges to assess against their criteria:

- Has the volunteer been dependable and enthusiastic?
- Have they had a positive impact on their community or service users?
- Have they shown responsibility or demonstrated leadership qualities?
- Have they been creative or used their own initiative?
- Have they overcome barriers to volunteering e.g. disability, family/work commitments?
- Has their involvement gone beyond what would normally be expected of a volunteer?

Activity: Briefly describe the nominee's volunteering role.

Accomplishment: Explain the impact the nominee has had on the community or service users.

Effect: Every volunteer is worthy of recognition. What makes the accomplishments of this nominee more significant than all others?

Part E Judging Criteria for Volunteer Engaging Organisations

Aim for no more than 100 words in the “Activity”, “Accomplishment” and “Effect” sections below and where possible give an example to support your statements about the nominee. The following are examples of criteria used when judging nominations:

- Rewards and recognises their volunteers;
- Organisation has adopted policies and procedures in relation to volunteering;
- Seeks to develop the capacity and/or skills of their volunteers;
- Out of pocket expenses paid.

Organisation Name: _____

Activity: Briefly describe the aims and objectives of the organisation.

Accomplishment: Explain how the organisation has considered and engaged volunteers in their activities.

Effect: Explain why you think this organisation’s use of volunteers deserves special recognition.

**Part F Judging Criteria for Youth Volunteer Engaging Organisations**

Aim for no more than 100 words in the “Activity”, “Accomplishment” and “Effect” sections below and where possible give an example to support your statements about the nominee. The following are examples of criteria used when judging nominations:

- Rewards and recognises their volunteers;
- Organisation has adopted policies and procedures in relation to volunteering;
- Seeks to develop the capacity and/or skills of their volunteers;
- Out of pocket expenses paid.

Organisation Name: _____

Activity: Briefly describe the aims and objectives of the organisation.

Accomplishment: Explain how the organisation has considered and engaged young volunteers in their activities.

Effect: Explain why you think this organisation’s use of young volunteers deserves special recognition

Effect: What do young volunteers in particular bring to the organisation?

Now see Page 1 for details on how to submit this form and/or receive further copies.

Thank you for taking the time to nominate – now don’t forget to attend the Ceremony in October!