



# Memorandum

<b>To: Members, Clubs and Branches</b>
<b>From: Lara Boyle, Membership Officer Volunteering, SLSNSW</b>
<b>Date: Thursday 2nd April 2020</b>
<b>Pages: 2</b>
<b>Subject: 2020 NSW Volunteer of the Year Awards (bulk nominations) – Centre for Volunteering</b>

## Nominations for the NSW Volunteer of the Year Awards are now open!

The NSW Volunteer of the Year Awards are an annual program run by the Centre for Volunteering which has grown to become one of the largest celebrations of volunteering across the country.

The Awards celebrate the efforts of our state's volunteers across seven different award categories. Special guests, families and friends will attend ceremonies at 26 locations across regional and suburban centres to celebrate the regional winners of the volunteer awards. Finalists are invited to the Gala State Ceremony in Sydney to announce the final winners and overall NSW Volunteer of the Year.

People or teams can be nominated for judging or for recognition only in the NSW Volunteer of the Year Awards. All volunteers in the **Recognition** stream will be acknowledged with a certificate at one of 26 regional ceremonies to celebrate their contribution to their local community.

You can also nominate your local volunteers or volunteer teams for inclusion in the final judging for a **Regional and State Volunteer of the Year Award**.

Please read the [2020 Information for Nominators](#) before completing your award entry.

Please note that volunteers and volunteer managers are not permitted to nominate themselves.

***In addition, all nominators must have permission from the person or team you are nominating to disclose their personal information as part of their entry.***

The Award Categories are:

- Young Volunteer of the Year (24 years and under)
- Adult Volunteer of the Year (25 to 64 years)
- Senior Volunteer of the Year (65 years and over)
- Volunteer Team of the Year
- Corporate Volunteer of the Year (Individual)
- Corporate Volunteer Team of the Year
- Excellence in Volunteer Management

The Centre for Volunteering has made it possible for you to recognise **20 or more** volunteers at once using a bulk nomination spreadsheet.

This process allows information you can extract from Surfguard to be easily transferred into the supplied excel spreadsheets.

Before you begin completing the bulk nomination spreadsheets, please read through the [2020 Information for Nominators](#) which provides all necessary information relating to questions within both types of nominations.

There are two different types of bulk nominations 1) nomination for inclusion in the judging process, and 2) nominations for recognition certificates only.

### 1) 2020 Bulk Nominations – Nomination for Judging

- For those volunteers that you would like to include in the full judging process, culminating in Regional and NSW Volunteer of the Year Award winners. They will also receive a recognition certificate.
- You will need to complete each of the columns within each worksheet. We have '**hidden**' those columns that you do not need to complete within each worksheet so do not worry about those.
- Please note that separate worksheets have been created within this for the 7 different award categories, allowing you to copy a lot of the information for each volunteer / team where appropriate.
- Please note that we must have the **residential address** of each NOMINEE (not the organisation's address) to ensure they are placed into the correct region.

### 2) 2020 Bulk Nominations – Recognition Certificate Only

- For those volunteers who will be receiving recognition certificates and not included in the judging process.
- You will need to complete each of the columns within each worksheet. We have '**hidden**' those columns that you do not need to complete within each worksheet so do not worry about those.
- Please note that separate worksheets have been created within this for the 7 different award categories. This allows you to copy a lot of the information for each volunteer/team.
- Please note that we must have the **residential address** of each NOMINEE (not the organisation's address) to ensure they are placed into the correct region at time of submission.

All bulk nomination submissions must be emailed back to [award@volunteering.com.au](mailto:award@volunteering.com.au) by no later than **Friday 26 June** to allow time for the award team to double check all of your submissions and request additional information if required prior to the public cut-off date of Friday 3 July.

If you have any questions in relation to these bulk nomination spreadsheets or the awards, please don't hesitate to contact The Centre for Volunteering on 02 8295 7019 or [award@volunteering.com.au](mailto:award@volunteering.com.au).

If you have any questions in relation to Surfguard please contact SLSA IT Helpdesk on 1300 724 006

You can learn more about the NSW Volunteer of the Year Awards by visiting <http://www.volunteering.com.au/volunteerawards/>