

GUIDANCE NOTES

These notes are designed to give a brief outline of the criteria the panel will be using when reading the completed nomination forms.

CATEGORY: ADULT VOLUNTEER AND YOUNG VOLUNTEER

An individual who has shown outstanding commitment and dedication to a voluntary organisation, has made a real impact through their contribution and has developed personally by, for example, learning new skills, overcoming barriers or building confidence.

CATEGORY: GROUP/ORGANISATION

A group that shows exceptional commitment and dedication and can demonstrate achievement in terms of growth and development eg overcoming barriers, obtaining funding, using innovative solutions. The group should also have made a real impact upon the local community through, for example, positive sustainable outcomes, improving residents' quality of life, engaging with new people/groups.

CATEGORY: LEARNING THROUGH VOLUNTEERING, ADULT AND YOUNG PERSON

An individual who has overcome barriers to learning (these may be personal, social, health or emotional), has achieved a learning outcome (eg by accessing accredited/non-accredited training, developing knowledge and confidence through meeting new people or discovering new talents and skills) and in doing so, has positively contributed to the voluntary sector.

(contd overleaf)

CATEGORY: TRUSTEE/MANAGEMENT COMMITTEE/BOARD MEMBER

An individual who has made an outstanding contribution over and above the basic requirements of the role (for example, bringing new skills and ideas, overcoming problems, developing the organisation) and whose efforts have helped the group to increase or improve its impact upon the local community. NB Nominees may be trustees, members of a management committee or board members, depending upon the constitution of the organisation.

CATEGORY: VOLUNTEERING INTO EMPLOYMENT

A committed and dedicated person who, through volunteering, has made the transition into employment. Examples of how volunteering has helped the nominee to progress into employment (eg through personal development/overcoming barriers or undertaking training) and the individual's positive impact on the voluntary sector.

CATEGORY: ADULT AND YOUNG CARER OF THE YEAR

NOTE: THERE IS A SPECIAL NOMINATION FORM FOR THE CATEGORIES OF ADULT CARER AND YOUNG CARER

A committed and dedicated person who contributes to the quality of life of the person they are caring for and shows an understanding of their needs and problems. Examples of the impact the carer has on the life of the person cared for. The nomination may also include the carer's own personal sacrifices made through caring.

BASIC GROUND RULES

The nomination form should clearly state the nominee's achievements. You should be as precise as possible, giving examples where appropriate. Nomination forms must be accurate. Long service is NOT ENOUGH on its own to merit an award.