

## Volunteer Recognition Awards 2024

# Individual Nomination

### Background

This award recognises and honours people who have made an outstanding contribution in our community. Nominees will be judged on their voluntary work within the nominating organisation and the wider community. These services must be given voluntarily to help others without expecting any personal or financial gain.

### Criteria

- The organisation must have Not-for-Profit / For Purpose / Charitable Status.
- A winner (individual or team) of a Volunteer Recognition Award within the past two years will not be eligible for nomination by the same organisation in the same category.
- An organisation may make a maximum of one nomination per category. Organisations with multiple branches can nominate in each category per branch.
- Nominations must be typed or clearly written. **Please ensure you fill in all of the nomination form.**
- **Inadequate or incomplete nominations will be returned.**
- Any supporting material submitted will not be returned.
- Judging will be conducted solely by a committee nominated by Volunteering New Plymouth. The judges' decision will be final, with no correspondence entered into.
- Selected personnel from nominating organisations may be photographed for publicity purposes.
- Participation in these Awards indicates acceptance that Volunteering New Plymouth may use information and photographs for publicity purposes.
- **Please attach a profile photo or photo in action.**

# Volunteer Recognition Awards 2024

## Individual Volunteer Award Nomination Form

(Please read through the criteria for this award before completing the form)

**Name of Nominee:**

(Used on certificate) .....

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**Nominee's role in Organisation:** .....

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**Address:** .....

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**Phone:** .....

**Mobile:** .....

**Email:** .....

**Name of Nominating Organisation:** .....

**Contact Person:** .....

**Position:** .....

**Address:** .....

.....

.....

**Phone:** .....

**Mobile:** .....

**Email:** .....

## Supporting information

### Citation for Individual Volunteer Award

**Nominee Name:**

**100 - 200 words - write here or paste a type written citation to include the following:**

- What makes this nominee extraordinary for your Organisation
- How long has the nominee been with the organisation
- What skills does the nominee bring to your organisation
- What other attributes / special characteristics does the nominee bring to your organisation
- How do they contribute to your organisation's vision, mission and values (ie Innovation, fundraising, founder)
- Describe their impact on the community or your clients / organisation

**I accept the criteria outlined on page 1:**

**Signed by Nominator:**

**Please list any other volunteering the nominee has been involved in**

Name of service, organisation, club, etc. Please list.	Position/s held	Years of service in each position

# Checklist

## This application includes:

- Correctly spelt name of nominee
- Contact details of nominee complete
- Information covering all points on the nomination form
- Citation page
- Photo included
- Contact details of nominating organisation complete
- Signed by the nominating person

Thank you for taking the time to consider nominating this person and completing our form. If you have any queries, please do not hesitate to email or phone us.

Please inform your nominated person/people/couple that they have been nominated

If your nominee is successful, they will be contacted and invited to the event together with their support people.

As nominator, do you wish to attend the event with the nominees **YES / NO**  
You may invite **ONE** other person to attend with you.

The presentation event will be held on **Saturday, 15<sup>th</sup> June 2024** in the New Plymouth District Council Chambers on Liardet Street.

### The Privacy Act 1993

Volunteering New Plymouth (VNP) undertakes to collect, use and store information provided on this form according to principles of the Privacy Act 1993. The information may be used by VNP for statistical, funding and administrative purposes with VNP.

## Nominations close on Friday 3<sup>rd</sup> May 2024

### Post to:

Volunteer Recognition Awards  
Volunteering New Plymouth  
Level 4, Devon Centre  
44 Liardet Street  
New Plymouth 4310  
Phone: 06 758 8986  
Email: admin@vnp.nz  
Office hours:  
Mon to Thur 9am - 3pm  
Friday 9am – 2pm



*If you have any queries about your nominations please  
Phone Marie on 027 541 0577 or Wendy 022 571 4228*