

## Volunteer Recognition Awards 2024

# Team Nomination

### Background

While the awards have traditionally marked the efforts of individual volunteers, Volunteering New Plymouth is very aware of the project work done by the many community organisations that involve many volunteers.

The focus of this award is on either projects undertaken by organisations or effective and efficient service operations, and programmes run by organisations which involve a team of volunteers that make a positive community contribution.

### Criteria

- The nominating organisation must have Not-for-Profit / For Purpose / Charitable Status.
- The team project nominated must have run during 2023/24 year and must have been substantially run by volunteers.
- All the members of the nominated team must have been part of the team for the complete year (**June 2023 - April 2024**).
- 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.
- **If possible, please attach a photo of the team in action.**

# Volunteer Recognition Awards 2024

## Team Volunteer Award Nomination Form

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

**Name of Nominated Team:**

(Used on certificate)

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**Nominated Team's role in Organisation:** .....

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

**Address:** .....

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**Phone:** .....

**Mobile:** .....

**Email:** .....

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

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

**Position:** .....

**Address:** .....

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**Phone:** .....

**Mobile:** .....

**Email:** .....

# Supporting information required

## Citation for Team Volunteer Award

**Name of Nominated Team:**

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

- Organisation profile & general overview
- Summary of project/service/team nominated
- How were volunteers involved in the programme/project/organisation? (including numbers)
- How volunteers are managed and supported in the project / service
- Benefits to the community of the project/service/organisation's team
- What makes this team of volunteers extraordinary for your Organisation

**I agree with the criteria outlined on page 1:**

**Signed by Nominator:**

# Checklist

## This application includes:

- Correctly spelt name of nominee
- Contact details complete
- Information covering all points on the nomination form
- Citation page
- A supporting statement or letter from those benefiting from the work of the project / service (preferred)
- Photo included
- Contact details of nomination organisation complete
- Signed by the nominating person

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

Please inform your nominated people/team 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*