# 2019 Employee Volunteer

# Program Award

# Nomination Form

### Nearly 1 million volunteers across Victoria willingly give their time for the common good and without financial gain. They are growing resilient communities and empowered, active people with depth, diversity and dedication that generate considerable social and economic value across our State.

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### The Volunteering Victoria State Awards celebrate and showcase the people, programs and organisations that build vibrant and strong volunteering communities.

## For hints and tips on how to write a good application:

<http://volunteeringvictoria.com.au/state-award-submissions-hints-and-tips/>

## For a list of previous winners:

<http://volunteeringvictoria.com.au/events/state-awards/>

### Nominations must be received by **5.00pm, 30 August 2019.**

### All applications should be emailed to [awards@volunteeringvictoria.org.au](mailto:awards@volunteeringvictoria.org.au)

### Hard copy applications will not be accepted.

## Nomination Details

|  |  |
| --- | --- |
| Name of Organisation: |  |
| Contact Person: |  |
| Address: |  |
| State: | Postcode: |
| Phone: |  |
| Email: |  |

##### Has the nomination been notified? Yes or No

##### Permission for the information stated in this application be used for marketing purposes by Volunteering Victoria. Yes or No

## Nominated by (if different to nominee details):

You may be contacted by Volunteering Victoria for more information or clarification about your nomination.

|  |
| --- |
| Name: Job Title: |
| Organisation: |
| Phone: Email: |
| Your relationship to the organisation (if applicable): |

## Referee:

Please provide details of at least one referee for this nomination. The referee should be willing and able to support and confirm all information included in this nomination.

|  |
| --- |
| Name: |
| Phone: Email: |
| Referee’s relationship to the Organisation: |

## Assessment criteria - Employee Volunteer Program Award

Awarded to an **Employee Volunteer Program** that delivers a significant, sustained and successful benefit to beneficiaries.

The contribution may include general or skilled volunteering. Any organisation that **provides or participates** in employee volunteering programs is eligible.

Organisational size and resources will be considered to ensure small organisations have equal opportunities to achieve this award.

Answers to each of the criteria should not exceed **300** words.

**Criteria**

Applications will be judged according to the following criteria:

1. Provision of supporting documentation that provides evidence of the organisation’s commitment to employee volunteering;
2. Provide evidence of participants engagement in and commitment to the program;
3. Provide evidence on the measurable impact of your employee volunteering work.

|  |
| --- |
| Type Here |

## Evidence – please attach evidence to support your nomination, see examples below

1. Letter of Support (could be from volunteer, partner organisation, CEO, staff, testimonials etc)
2. Statistics: attendance rates, survey results
3. Policy documents
4. Communications: media, screenshots of internal employee engagement tools
5. Program logics or program scopes / models
6. Evaluation and research reports
7. Please include in the text of your application: quotes by volunteers or target group etc as this will support your application

## Declaration

I declare that all the information in this nomination is true and accurate to the best of my knowledge.

Signature Date