# Factsheet: Volunteering Awards 2023

# About the Awards

## What are the Awards for?

**The Volunteering Awards say thank you to volunteers.**

Volunteers are people who give their time to help others, and do not ask for payment for this work.

**The Awards also thank community groups and organisations for their important activities.**

## Who runs the Awards?

Volunteering Victoria runs the Awards. Volunteering Victoria is funded by the Victorian Government and works to support volunteers and community organisations across Victoria.

## What are the key dates?

**Entries close: 12pm, Monday 17 July 2023**

**Judging and selection:** July – October 2023

**Finalists announced:** November 2023

**Awards ceremony:** December 2023

# How do the Awards work?

1. **Anyone can submit an entry.**
2. **All entries will be checked to make sure they are eligible.**
   * We may contact you if we have any questions.
   * We can also move your entry to another category.
3. **Judges will read the details you provide.**
   * There are four questions.
4. **Entries with the best scores from judges will go to the next stage.**
   * For volunteers, we do a police record check. They do not need to pay for this.
5. **If your entry is selected:**
   * They will be invited to the award ceremony to receive an award. They can bring three people.
   * You will also be invited to the ceremony. You can bring one person.
6. **We will let you know if your entry is not selected.**

## What do award winners get?

**Every entry will get a certificate to say thank you.**

Those selected for the Awards will also get a badge at the ceremony.

The Volunteer of the Year will get a trophy. They can also choose an organisation to get a $10,000 donation. The Volunteer of the Year can be chosen from any volunteer category.

The Organisation of the Year will also get a trophy. The Organisation of the Year can be chosen from any community organisation category.

# Who is eligible?

**Entries close at 12.00pm Monday 17 July 2023.**

We will not accept any entries after this time.

## Volunteers

You cannot submit an entry about you.

The person’s work must be what they are doing now, or from the last year.

They must be Australian residents (temporary or permanent).

They must be living in Victoria.

They must volunteer now or have volunteered from 25 March 2022 to 16 July 2023.

Their work must help people or communities in Victoria.

## Community organisations

The organisation must be a legal entity, for example an incorporated association.

They must have volunteer programs in Victoria.

They must be running the programs now or have run them from 25 March 2022 to 16 July 2023.

Their work must help people or communities in Victoria.

They must have an address in Victoria.

You can be a member of the organisation.

# How many entries can I submit?

You can enter as many people or community groups as you like.

You can only submit one entry for each person or community group.

# How do I submit an entry?

## Before you start:

* Please read the Nomination Guidelines.
* Make sure you understand the terms and conditions.
* Make sure the person or organisation knows about your entry.

## To submit an entry:

1. **Go to** [**www.volunteeringvictoria.org.au/awards**](http://www.volunteeringvictoria.org.au/awards)
2. You will need to enter your email address and choose a password.
3. Click the ‘Start entry’ button.
4. Complete all the questions on the form.
5. Click ‘Submit’ when you are finished.

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### For volunteers:

You will need to:

* Give the name and contact details of the person.
* Answer the selection questions.

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### For an organisation:

You will need to:

* Give the organisation’s name and a registration number (for example, ABN).
* Give the name and contact details of a person in the organisation. (This cannot be you.)
* Answer the selection questions.
* Attach a letter of support. This can be from anyone, for example a volunteer, staff member or partner organisation.

# What are the selection questions?

There are four questions. Your answers will be used by the judges.

|  |  |
| --- | --- |
| Question | Details |
| **Overview**  (40 words) | Tell us why you are making an entry for the person or organisation. |
| **Achievements and outcomes**  (150 words) | Tell us about what they do, and why it is important. |
| **Skills and qualities**  (150 words) | Tell us how they do their work, and why they are a great person or organisation. |
| **Commitment and effort**  (40 words) | Tell us about the amount of work they do. |

# What are the categories?

There are four categories for volunteers.

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| --- | --- |
| Category | Details |
| **Young volunteer** | For people aged 25 and under. |
| **Volunteer commitment** | For people who have done a lot of great work. This could be over a short or long time. |
| **Volunteer leadership** | For people who lead or organise other people. They might also inspire others to help out. |
| **Volunteer impact** | For people who have made a big difference. This could be through hard work or making a change. |

There are four categories for community groups.

|  |  |
| --- | --- |
| Category | Details |
| **Inclusive volunteering** | For organisations that include a wide range of people in their programs. |
| **Volunteering partnerships** | For organisations that make a difference by working well with others. This may be with other groups, business, or the community. |
| **Volunteering innovation** | For organisations that made a change for the better. This could be a unique program, or the way they work. |
| **Grassroots volunteering** | For small organisations making a big difference in local communities. |

# What are the terms and conditions?

The terms and conditions describe how we will run the Awards. They also describe how we use your information.

**You must agree to the terms and conditions to submit an entry.**

## What do you do with our information?

We only ask for the information we need to run the Awards.

The Awards website has high security, but no system is 100% safe. Please do not provide any private information about other people.

We may use the information you provide for promoting the Awards.

* This could be at any time in the future.
* This includes the name and image of the person you have entered.

The information is kept by Volunteering Victoria. The Victorian Government is also provided with information needed to help run the Awards.

# Where can I get help?

You can contact Volunteering Victoria by:

* Email: [awards@volunteeringvictoria.org.au](mailto:awards@volunteeringvictoria.org.au)
* phone: (03) 9052 4524

# Key terms

When we contact you about the Awards, we may use some of these words:

* Shortlisted – selected for the next stage
* Nomination – making an entry
* Nominee – the person or community organisation you are entering for an award
* Nominator – the person making the entry
* Recipient – award winner

To receive this document in another format, [email Community Participation and Volunteering, Department of Families, Fairness and Housing](mailto:cpv.team@dffh.vic.gov.au) <cpv.team@dffh.vic.gov.au>.

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Available at [Volunteering Awards](volunteeringvictoria.org.au/awards) <volunteeringvictoria.org.au/awards>.