



VICTORIAN **volunteering** AWARDS 2025

Nomination Guidelines

Please read before nominating

2025 Victorian Volunteering Awards

Nomination Guidelines

These guidelines contain information about the 2025 Volunteering Awards and how to nominate.

The terms and conditions can also be found here. Please read the guidelines and ensure that you understand and agree to the terms and conditions prior to participating in the Awards.

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About the 2025 Volunteering Awards

The 2025 Volunteering Awards recognise and celebrate the impact volunteers have in building resilient communities, services and connections across Victoria.

Key stages and dates

Nominations open	12.00pm Tuesday 29 April 2025
Nominations close	4.00pm Friday 4 July 2025
Assessment and selection	July – October 2025
Announcement of finalists	October 2025
Awards ceremony	November 2025

Information and support

Phone: 03 9052 4524

Email: awards@volunteeringvictoria.org.au

Website: www.volunteeringvictoria.org.au/awards

Award categories open to nomination:

Note: The Premier's Volunteer and Volunteer-Involving Organisation of the Year are chosen from the winners of each category. No direct nominations are made.

Individual volunteer categories

Young Volunteer

Celebrates the enthusiasm, initiative and leadership of young people in volunteering. Nominees will be inspiring young people who have made a remarkable impact and contribution through volunteering for people, a community, group, organisation, or cause in Victoria.

This award is open to individuals 25 years and under, across all locations and work types.

Volunteer Commitment

Pays tribute to dedicated and passionate individuals with a sustained and substantial record of commitment to people, a community, group, organisation, or cause in Victoria. Nominees may be long-serving volunteers and reliable hard workers whose significant contribution and enthusiasm for volunteering is an inspiration to others.

This award is open to individuals of all ages, locations and work types.

Volunteer Leadership

Recognises people who have shown exceptional volunteer leadership and influence in support of people, a community, group, organisation, or cause in Victoria. Nominees will be inspiring people who

may have built effective volunteer networks and partnerships, empowered others, or engaged and strengthened community.

This award is open to individuals of all ages, locations and work types.

Volunteer Impact

Celebrates people whose volunteering has made a remarkable difference for people, a community, group, organisation, or cause in Victoria. Nominees may be volunteer innovators and pioneers or dedicated hard workers whose contributions have helped to improve outcomes or supported important changes.

This award is open to individuals of all ages, locations and work types.

Volunteering organisation categories

Inclusive Volunteering

Celebrates diversity and inclusion in volunteering programs to enhance support for people, a community, group, or cause in Victoria. Nominees will have demonstrated inclusive and accessible volunteering practices that increased volunteer diversity or improved participation for a greater range of community members.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Volunteering Partnerships

Pays tribute to the importance of collaboration and partnerships to achieve greater outcomes for people, a community, group, or cause in Victoria. Nominees will have made a significant difference through establishing or maintaining effective and enduring partnerships with other organisations, business, or local community.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Volunteering Innovation

Recognises the role of innovation and adaptation to continually improve the volunteer experience or enhance supports for people, a community, group, or cause in Victoria. Nominees may have delivered positive outcomes through a unique volunteering program, or new practices or operating models to improve the work of their organisation.

This award is open to not-for-profit organisations of any size, across all sectors and locations.

Grassroots Volunteering

Celebrates the commitment, impact, and importance of grassroots organisations in supporting local communities, people, groups, or causes in Victoria. Nominees will be small community-led organisations that may have provided important local services, led positive change, or supported social and community life.

This award is open to organisations that are entirely volunteer led and operated, with a turnover of less than \$50,000 a year.

How to nominate

Nominations must be submitted through the nomination website at:
volunteeringvictoria.org.au/awards

If you cannot complete the nomination online, contact Volunteering Victoria at awards@volunteeringvictoria.org.au or on (03) 9052 4524.

Nominating an individual volunteer

To nominate a volunteer, you will be asked to:

1. Agree to the terms and conditions for the Awards
2. Confirm the nominee has agreed to be nominated
3. Provide the nominee's details:
 - Name
 - Email address
 - Phone number
 - Home suburb or town
 - Current organisation and role
 - Primary sector or interest
 - Age range (an estimate is OK)
 - If under 18, contact details for their parent or guardian
4. Identify the Award Category for the nomination
5. Answer the selection criteria for that category

Nominating a community organisation

To nominate an organisation, you will be asked to:

1. Agree to the terms and conditions for the Awards
2. Confirm the nominee has agreed to be nominated
3. Provide the nominee's details:
 - Organisation name
 - ABN (or other registration number)
 - Organisation's primary sector or purpose
 - Organisation's office address
4. Provide a primary contact for the organisation (this cannot be you):
 - Name
 - Position
 - Email address
 - Phone number
5. Identify the Award Category for the nomination
6. Answer the selection criteria for that category
7. Provide a letter of support for the nomination
 - This could be from a volunteer, a partner organisation, a CEO and/or staff, testimonials, etc.

8. Provide up to three attachments supporting the nomination (optional)

- Note: Attachments may not be read by the judging panels. The details of your nomination should be fully explained in the selection criteria.
- Attachments can be used to complement your nomination, for example, as evidence of having relevant policy documents, research, or evaluation reports.

Selection criteria

Brief overview – Why you are nominating this person or organisation (50 words or less).

- *Briefly explain what makes this nominee stand out, focusing on their unique contribution to volunteering or the volunteering sector.*

Achievements and outcomes – Describe the nominee's achievements and outcomes through volunteering, in relation to the award category (maximum 150 words).

- *Outline what the nominee has accomplished and the wider impact of their contribution.*

Strengths and qualities – Describe how the nominee demonstrates their unique strengths and qualities, in relation to the award category (maximum 150 words).

- *Highlight the unique strengths, capabilities or attributes that have enabled their success.*

Commitment and effort – Describe the nominee's commitment and effort, in relation to the award category (maximum 50 words)

- *Outline how the nominee has demonstrated sustained dedication to making a difference through volunteering.*

Terms and conditions

1. A person who nominates (nominator) an organisation or a volunteer for the 2025 Volunteering Awards (Awards) and submits a nomination is deemed to have accepted these terms.
2. Volunteering Victoria are the promoters of the Awards, in partnership with the State of Victoria acting through the Department of Families, Fairness and Housing (the Department).

Eligibility

3. Members of the judging panel, employees and contractors of Volunteering Victoria or the Department of Families, Fairness and Housing as well as their immediate families, are ineligible to be a nominator or a nominee.
4. Completed nominations must be received before 4.00pm Friday 4 July 2025. Nominations received outside these times will not be considered for the Awards and no responsibility will be accepted by Volunteering Victoria for early, lost, late, incomplete or incorrectly submitted nominations.
5. Nominations are online, completed by a nominator with one form per nominee, in a single category.
6. All nominations and materials submitted to Volunteering Victoria in connection with the Awards will become the property of Volunteering Victoria and will not be returned.

Individual volunteers

7. Individual nominees must be living Australian residents (temporary or permanent) and currently residing in Victoria who, during the period 29 April 2024 to 28 April 2025 (inclusive), have undertaken, or are currently undertaking, voluntary work or activities in Victoria.
8. The individual nominee's work or activity must satisfy Volunteering Australia's definition of volunteering, being "time willingly given for the common good and without financial gain" (see Volunteering Australia's website, currently <http://www.volunteeringaustralia.org/policy-and-best-practise/definition-of-volunteering/>).
9. An individual nominee cannot nominate themselves.

Volunteering organisations

10. Organisation nominees must be an incorporated not-for-profit entity that delivers volunteer-involving programs in Victoria and, during the period 29 April 2024 to 28 April 2025 (inclusive), have delivered, or are currently delivering, the program, service or activity identified in the nomination.
11. A member of the organisation may submit the nomination. The nominator and the organisation's primary contact cannot be the same person.

Judging and selection

12. Volunteering Victoria reserves the right to verify the validity of nominations, allocate nominations into an alternative category and disqualify any nomination which, in the opinion of Volunteering Victoria or the Department, can be considered objectionable, potentially insulting or inflammatory or generally damaging to the goodwill or reputation of Volunteering, the Awards, Volunteering Victoria or the Victorian Government, or any nomination that is not compliant with these Terms and Conditions.
13. Volunteering Victoria may request further information or clarification from the nominator or nominee(s).
14. A judging panel will consider all eligible nominations and rate each against the description for the selected Award category. Nominations with the highest combined scores will be shortlisted.

15. Nominees who are shortlisted will be required to:
 - (a) confirm their acceptance of these Terms and Conditions by following the instructions set out in the email notification; and
 - (a) for individual nominees over 18 years of age, submit a completed National Police Check Consent Form with associated proof of identifying documents to Volunteering Victoria. The form outlines the requirements for obtaining a National Police Check and providing consent for such check to be conducted.
16. If a nominee does not accept the Terms and Conditions or fails to submit a completed National Police Check Consent Form (if required), the nominee will be removed from the shortlist.
17. Award Recipients will be selected from shortlisted nominees who have, if required, undertaken a National Police Check. Consideration will be made as to the currency and seriousness of any offence(s), any known mitigating circumstances, and the nominee's subsequent contribution to Victoria.
18. Volunteering Victoria reserves the right to disqualify a shortlisted nominee if the results of their police check are deemed unsatisfactory by Volunteering Victoria or the Department with no right of review.
19. A selection panel will identify an outstanding candidate in each category. Recipients of the Volunteer of the Year and Volunteering Excellence Awards will be selected from the shortlist of outstanding candidates.
20. Volunteering Victoria and the Victorian Government's decisions on all matters relating to the Awards are final and no correspondence or discussion will be entered into.

Awards and recognition

21. All eligible nominees will receive official written recognition of their nomination and their service by Volunteering Victoria.
22. All shortlisted nominees (Finalists) will be invited to attend the Awards ceremony to be presented with a certificate and badge of recognition.
23. Attendee numbers are restricted by venue size and the number of finalists.
 - Finalists will be advised the number of guests they are eligible to bring.
 - Award Finalists under 18 years of age must be accompanied by a parent or legal guardian.
 - Nominators of Award Finalists will also be invited to attend the Awards ceremony.
24. One Finalist in each category will be selected by the panel to receive the overall award for that category.
25. The Premier's Volunteer of the Year and the Organisation of the Year will be selected from the Category Award recipients and announced at the Awards ceremony.
 - The Volunteer of the Year Award Winner will be invited to nominate one organisation of their choosing to receive a donation.
 - The chosen not-for-profit organisation must have operations in Victoria.
26. All travel costs associated with the nominator and Award Recipient (and their guests, if applicable) attending the Awards ceremony and other ancillary costs are the responsibility of the nominator and Award recipient (and their guests, if applicable).

Nominator's consent

27. By submitting a nomination, each nominator confirms consent, and has the consent of any person whose personal information is contained in a nomination, to provide that information to Volunteering Victoria, and for Volunteering Victoria to disclose that personal information to other parties including,

but not limited to, the selection panel, the Department and the Department of Premier and Cabinet, for the purposes of conducting the Awards.

28. Each nominator consents to Volunteering Victoria and the Department to using the nominator's statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome).

If the nominator does not agree, the nominator must not provide their personal information or the personal information of anyone else and may be unable to submit a nomination for the Awards.

Nominee's consent

29. By accepting their nomination, the nominee(s) (or if under the age of 18, the nominee's parent or legal guardian) consents to:
- (a) Volunteering Victoria and the Department using their nomination statements, name, likeness, image, voice and/or participation in the Awards (including photograph, film and/or recording of the same) in any media for an unlimited period without further notification, remuneration or compensation for the purpose of promoting, publicising or marketing the Awards (including any outcome); and
 - (b) Volunteering Victoria and the Department using their personal information, and for Volunteering Victoria or the Department to disclose their personal information to other parties including, but not limited to, judges and the Department of Premier and Cabinet, for the purposes of conducting the Awards.

If the nominee does not agree, the nominee must not accept their nomination and will be ineligible for an Award.

30. By submitting a National Police Check Consent Form (if required), the nominee will be consenting to Volunteering Victoria and the Department, being provided with the results of their National Police Check for the purposes of conducting the Awards.

Privacy statement

31. Consistent with Victorian Government policy and legislation, Volunteering Victoria and the Department endorse fair information handling practices. Personal, health and sensitive information supplied will be used by Volunteering Victoria, the Department, the judging panels, and the Award ceremony venue for the purposes of considering nominations, selecting Award recipients and providing the Award Ceremony. Information will not be disclosed or used for any other purpose without the express consent of the person to whom the information relates, unless otherwise required or permitted by law.

Privacy policy

32. Volunteering Victoria's Privacy Policy sets out how Volunteering Victoria collects, uses, holds and discloses personal information. Volunteering Victoria complies with the Privacy Act 1988 (Cth,) where required to do so, in respect of the collection, management and disclosure of personal information. Volunteering Victoria's Privacy Policy is located at <https://www.volunteeringvictoria.org.au/wp-content/uploads/2022/12/2022-12-Privacy-Policy.pdf>
33. The Department's Privacy Policy sets out information about how the nominator or nominee(s) may access and seek correction of their personal information or complain about a breach of their privacy, and how the Department will deal with that complaint. The Department's Privacy Policy is located at <https://www.dffh.vic.gov.au/publications/privacy-policy>

Liability

34. It is intended and agreed that the conduct of the Awards shall not give rise to any legal obligations or duties, valid or enforceable in any way against Volunteering Victoria or the Victorian Government.