

Volunteer Achievement Awards 2023

Venue: The Midland Hotel, Morecambe

Wednesday 7th June 2023, 4.30pm arrival for 5.00pm – 7.00/7.30pm
Event

GUIDANCE NOTES

Categories

There are categories this year and they are as follows:

- Volunteer of the Year (aged 25 or over)
- Young Volunteer of the Year (aged 24 or under)
- Trustee of the Year
- Lifetime Achievement Award
- Fundraiser of the Year
- The Roger Sherlock Memorial Community Inspiration of the Year Award

In addition to the above, certificates of recognition will be awarded to both GROUPS and INDIVIDUALS. A group might be your entire team of volunteers, or a smaller team within a larger volunteer group (for example if you have volunteers across your organisation doing a variety of tasks, you might have “shops group/team” and “befriending group/team” and “maintenance group/team”)

Below, you will find guidance on what to do in each circumstance.

1. Nominating an individual for one of the 7 awards

Each category has been included in a SINGLE nomination form, which can be accessed on our website at www.lancastercvs.org.uk.

All nominations this year are online. If you need support completing a nomination, contact us.

Each award is intended to recognise the hard work, dedication, and achievements of volunteers during the last two years, apart from the lifetime achievement award, which is aimed at recognising someone’s contribution to volunteering over their lifetime.

- **Volunteer of the Year**
 - Nominees for Volunteer of the Year should be aged 25 or over
 - There is no upper age limit
 - They should be someone who you feel has really excelled in their volunteering during the previous two years

- They may have been volunteering for many years, or even just for a few months during the last two years. The key thing is that you feel, and can demonstrate in the nomination form, that in the last two years they have done something that makes them stand out. This could be overcoming a particular challenge or obstacle, it could be that they went above and beyond in order to deliver for your service or support their community. It could even be that they make the working environment all the better just for being in it. Whatever it is, you will feel that they deserve special recognition
- **Young Volunteer of the Year**
 - Nominees for Young Volunteer of the Year should be aged 24 or under
 - There is no lower age limit
 - You should be nominating them for the same sorts of reasons described under 'Volunteer of the Year'
 - Young volunteers often have different challenges in their lives, such as demands on their time from school or college work, or perhaps they are a carer
- **Trustee of the Year**
 - Nominees for Trustee of the Year can be any age
 - We are looking for trustees who have excelled with their support to the organisation
 - You may know a trustee who not only attends scheduled meetings, but takes on work around fundraising, promotion, social media etc
 - The work being recognised doesn't have to be with a single organisation, it could be that they are a trustee for two or more groups
- **Lifetime Achievement Award**
 - Lifetime achievement awards are often given to people at the end of their careers, but this isn't necessarily the aim of this award
 - We are looking for nominees who have dedicated years of their life to a cause or causes
 - Nominees don't have to have spent 20, 30, 40 years volunteering, but you should be able to demonstrate a lengthy, sustained commitment to voluntary work
 - This need not be 'formal' volunteering – i.e. someone volunteering a day a week in a charity shop or other organisation; it could just as easily be informal, such as offering their own time to help in any way they can
 - The volunteering doesn't need to have all been at the same organisation, it might be many years across multiple different areas of service
- **Fundraiser of the Year**
 - Fundraising takes many forms so this isn't necessarily just about one particular type of fundraising
 - Many organisations have a paid staff member who will submit bids to funders and trusts, but this award is aimed at volunteer fundraisers who

dedicate their time and energies to raising money for worthy local, national, or international causes

- Nominees should be people who, during the last two years, have put every effort into raising money – either the volunteer who turns out in the supermarket car park on a rainy weekend to encourage people to donate their spare change, or the adventurer who raises thousands by trekking across Costa Rica
 - They may have set up a fundraising page to help a local community activity, or even something more personal, such as to help a friend or family member
 - You can be broad in your interpretation of fundraising and your nomination should be about an inspirational person – this isn't about 'who raised the most money'
- **The Roger Sherlock Memorial Community Inspiration of the Year**
 - This category is to recognise the often unsung, very local, grassroots community organisers
 - Those individuals who are the first to bring people together in their local community to get things done
 - They may not necessarily volunteer for an organisation but they may be involved via their local tenants and residents group or they may organise annual community events or look after neighbours and friends
 - You can be broad in our interpretation, we are looking for an inspirational person, so give as much detail as you can

The **DEADLINE** for nominations is midnight on Sunday 28th May 2023. The online form will no longer be accessible after that.

2. Requesting a Certificate of Recognition for Individual Volunteers

You might not want to nominate a volunteer or volunteers for a specific award, instead you may wish to recognise the efforts of individual volunteers by nominating them to receive a Certificate of Recognition. If you would like one or more individual volunteers to receive a Certificate of Recognition, you will need to tick the appropriate box on the nomination form. **You should still complete the other sections of the form** so that we have some information about what the volunteer does and that can be reflected on the certificate.

Please note: people nominated to receive a Certificate of Recognition will NOT be entered into any Award category. All nominees for an Award category will automatically receive a certificate anyway so there's no need to request both.

3. Requesting a Certificate of Recognition for a Group/Team of Volunteers

If your organisation involves a large number of volunteers, it can be difficult to single out one or two to nominate for a specific award. These group/team certificates will be **single** certificates recognising the work of either a whole volunteer team or smaller teams that might make up the full team. Examples:

- All volunteers for X charity

- The volunteers for a particular project/service offered by X charity

Complete the other questions on the form from the point of view of your volunteer group/team.

The names of your volunteers, **IF REQUESTED**, will also appear in a booklet that will be distributed at the event as part of the welcome pack on the night. We will contact you after you have submitted your form to find out the names and whether you would like them in the programme. Individual volunteers within the group/team will not receive their own certificate; it will be one certificate for the whole group/team.

If you have any questions or if something in the guidance doesn't make sense, contact Mark by email at markwaddington@lancastercvs.org.uk, or call the office on 01524 555900.