



# VOLUNTEER ACHIEVEMENT AWARDS 2025

We love volunteers, and we know that you do too! We are so excited to bring to you the Volunteer Achievement Awards 2025, your chance to celebrate the people across our district who make such an enormous difference in our communities. So whether you want to request a certificate of recognition for your volunteers, or nominate individual people for specific awards, this is where you need to be!

## WHEN AND WHERE?

The 2025 Volunteer Achievement Awards will take place on **Friday 6th June at The Strathmore Hotel in Morecambe**. You will be able to arrive from 5pm and the ceremony will start at 5.30pm. We expect it to run until 7.30pm, at which point a buffet will be served.

## BOOKING

» [You can book tickets here!](#) «

Please note that in order to welcome as many people from as many organisations as possible there is a maximum of FOUR tickets per organisation. If you book more than four for your group we will cancel and refund additional tickets to be reallocated.

Tickets are priced at £6 plus booking fee.

## HOW TO NOMINATE

» [You can nominate here!](#) «

We have prepared a simple form, accessible [here](#), that you can use to tell us all about the amazing people that you want to recognise. You only need to complete one form per person and you can nominate them for as many awards as you wish - just make sure that you use the space to explain what makes them so amazing and why they should win.



## CERTIFICATES OF RECOGNITION

You can request a Certificate of Recognition for any volunteer, or group of volunteers. This is not a nomination for an award, rather it is a thank you for the work that volunteers have done, a certificate that recognises their support and shows your appreciation. You do NOT need to request a certificate of recognition if you are also nominating them for an award category.

These certificates can be requested for named individuals, or for groups - so for example you might request a certificate for "Organisation Volunteers" or "Specific Project Volunteers" within your organisation. Certificates for groups will be a single certificate for the whole group, not one each. If you want each volunteer to receive a certificate you will need to request individual certificates and provide names.

## AWARD NOMINATIONS

There are eight categories of award this year:

- Volunteer of the Year**
- Young Volunteer of the Year**
- Trustee of the Year**
- Fundraiser of the Year**
- Lifetime Achievement Award**
- The Roger Sherlock Memorial Community Inspiration Award**
- Environment Hero of the Year**
- Wellbeing Champion of the Year**

The Awards are open to any person who volunteers within Lancaster District. You can nominate an individual for as many of these awards as you feel is appropriate. Every person nominated for an award will receive a certificate of nomination. The winner in each category will also receive a winner's certificate, as well as a trophy.

We strongly recommend that you read the guidance to understand what information we are looking for in answer to the questions on the form.



## HOW ARE WINNERS DECIDED?

An independent panel, made up of people from the VCFSE sector, local statutory, health, and business partners, will meet to consider all of the nominations and make a decision on the winner for each category. CVS is not involved in the decision making process beyond supporting that panel meeting and being on hand to answer any questions that may arise.

## AFTER NOMINATION

The nomination window is seven weeks, from Friday 28th March to midnight on Sunday 18th May. Once you submit your nomination you will receive an email confirming that we have received it.

Nominations will be compiled for the panel meeting, which will take place the week after nominations close.

We will NOT inform winners that they have won an award - we want the outcome to be a surprise on the night. Therefore we will also NOT let you know if your nominated volunteer has won.

We want as many nominated people as possible to attend the event so we encourage you to book a ticket for your nominated volunteer to attend after you have nominated them. Because we are limiting tickets to four per organisation you will need to consider how many people you nominate.

We also encourage you to tell them that you have nominated them! You'll need to ensure that they are available to come along on the night.  
**WE WILL NOT CONTACT YOUR NOMINEE.**



## **GUIDANCE NOTES**

### **CATEGORIES**

There are 8 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 Environment Hero of the Year Award \*NEW\***  
**Wellbeing Champion of the Year Award \*NEW\***

In addition to the above, certificates of recognition can be awarded to both GROUPS and INDIVIDUALS (see below).

## **HOW TO NOMINATE**

### **1. Nominating an individual for one of the 8 awards**

Each category has been included in a SINGLE nomination form, which can be accessed on our website at [www.lancastercvs.org.uk](http://www.lancastercvs.org.uk).

All nominations this year are online. If you need support completing a nomination, contact [markwaddington@lancastercvs.org.uk](mailto:markwaddington@lancastercvs.org.uk).

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. The other seven awards are for people who you think have excelled and they might have volunteered for a few weeks in the last two years or for the whole of that time.



Consult each category below for the kinds of things that the panel of independent judges will be looking for. The more that you can explain, the better.

## 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
- Trustees are often the 'invisible volunteers'
- They very often work behind the scenes to ensure that the organisation is sustainable and on the right track
- You may know a trustee who not only attends scheduled meetings, but takes on work around fundraising, promotion, social media etc

## 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



## FUNDRAISER OF THE YEAR CONTINUED...

- 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.

## 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.

## ENVIRONMENT HERO OF THE YEAR

- This new category is intended to celebrate those volunteers who care passionately about the environment/natural world, and climate change
- Nominees can be any age
- Nominees should be people who volunteer/have volunteered in the areas of environmental work; green spaces; horticulture; food growing; habitat management; the natural world
- They will be passionate about the environment/natural world in our district
- They will have shown a dedication to the activity/activities for which they are being nominated that is above and beyond expectation





## WELLBEING CHAMPION OF THE YEAR

- This new category is intended to celebrate those volunteers whose dedication to supporting people's physical and/or mental wellbeing is worthy of recognition
- Nominees can be any age
- Nominees should be people who volunteer/have volunteered in roles that contribute positively to the health and wellbeing of others. This could include mental wellbeing, physical wellbeing, supporting people with long-term or short term health/wellbeing challenges, or maybe someone who contributes to making the volunteering and working environment better for all
- Volunteering does not need to be in a health/wellbeing setting it can be anything that supports and contributes to someone's wellbeing full stop, such as supporting them to access services
- They will be passionate about the wellbeing of others
- They might have made a significant difference to a single person's life, or to the lives of many people, but nominations will be able to demonstrate that they have made a difference in some significant way

The **DEADLINE** for nominations is midnight on **Sunday 18th May 2025**.

The online form will no longer be accessible after that.

EVERYONE who is nominated for an award will receive a certificate of recognition indicating that they were a nominee for that particular category. Winners in each category will also receive a winner's certificate, along with a trophy.

### 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.





### 3. 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.

### 4. Requesting a Certificate of Recognition for a Group 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](mailto:markwaddington@lancastercvs.org.uk), or call the office on **01524 555900**.





## AFTER SUBMITTING YOUR FORMS

After you submit your nominations you will receive an email confirming receipt, and possibly asking for further details.

We want as many award nominees as possible to be able to attend the event, so we encourage you to buy them a ticket. Use the TryBooking link on the website. In order to accommodate as many people from as many different organisations as possible, tickets will be limited to no more than 4 per organisation (NOT per booking). This way at least 22 different organisations will have the opportunity to be represented.

Of course not everyone is going to be able to attend, and so we ask that you provide us with a postal address for each nominee so that we can make sure that they still receive their certificate if they cannot be there on the night.

*We look forward to seeing you there!*



# 2025