

Greenoak Community Focus Volunteer of the Year Awards 2018

Competition guidance notes

What are the Greenoak Community Focus awards?

The awards for 'Woking Volunteer of the year' and 'Woking Young Volunteer of the year' have been created to recognise volunteer individuals and their organisations doing exceptional work in their community, going above and beyond to help others.

What is Greenoak Community Focus?

Greenoak Community Focus is a community benefit society which works with Greenoak Housing Association to support our local communities and voluntary groups. For over 10 years we have worked and donated sponsorship to many groups, charities, schools and projects based in Woking Borough.

When and where are the awards being held?

The awards ceremony will be held on the afternoon of Friday 13 July 2018 at the WWF Living Planet Centre, Brewery Rd, Woking, GU21 4LL. Each person nominated will receive an invitation for one or more people to attend the event will include a buffet reception and a chance to display an exhibit promoting their organisation.

Nomination process

Who can make a nomination?

Anyone, including people who benefit from the group or organisation's activities, may make a nomination.

How can I make my nomination?

Nominations can be made on our website at www.greenoakha.org. **Please do not email or call into our offices with your submission.**

When should I send in my nomination?

All nominations must be submitted by 18 June 2017.

Can you give me any advice on completing the nomination form?

Look at the questions attached at the end of this document so that you can gather the necessary information before submitting your entry online. Once you have started a nomination for you will NOT be able to save and return to it. Please remember submissions will not be accepted by email or post, you can only submit a nomination online.

Complete the form accurately and tell us as much as you can within the number of words or characters allowed, and follow the instructions in each section.

It is important that you provide full, but concise information about the person you are nominating, and explain exactly what they and the organisation they support are doing. It's helpful to include an example of how their efforts have benefited the community.

If you need help or advice to complete the form, please use the contact details at the end of this document.

Can paid members of voluntary organisations or charities be nominated?

No, this award is only for volunteers. The nominee must be :

- unpaid
- the organisation they are associated with must be non-profit, and
- their work should be based within the Woking Borough.

Can I tell someone that they have been nominated?

Yes, it is a good idea to, as they may be able to help with details for your entry and we may contact the group or organisation direct to clarify points that you have made on the nomination form.

What happens after I send in my nomination?

We will send an acknowledgement, but we will not be able to discuss a particular nomination while it is being considered or if it does not succeed. The judges' results will be final.

Can I send extra information with my nomination, e.g. an annual report or promotional material?

Please do not send in any additional material. Your nomination will only be judged by the information on the nomination form. If we require extra information we will contact you or the person, group or organisation that you are nominating direct.

Will the winning volunteer or group be told they have won?

Finalists will be declared at the awards ceremony.

What are the prizes?

Volunteer of the Year - First place winner will each receive a donation of £2,500 to their organisation and runners up will receive £500 to organisation.

Young Volunteer of the Year – the winner will each receive a donation of £1,000 to their organisation and runners up will receive £500 to organisation.

Winners and runners up will be able to give a short – 5 to 10 minute presentation about their charity when accepting their award.

Enquiries

Email: ericka.gastaldon@greenoakha.org

Visit our website at www.greenoakha.org

Confidentiality and security

Any information you provide will be held securely and in accordance with the Data Protection Act 1998. Your personal details will not normally be disclosed to third parties. In some circumstances however we may need to disclose your personal details to a third party so that they can provide a service you have requested, or fulfil a request for information. Any information about you that we pass to a third party will be held securely by that party, in accordance with the Data Protection Act 1998, and used only to provide the services or information you have requested.

Volunteer Awards 2018 Woking Volunteer of the Year Award

Welcome to our nominations form for **Woking Volunteer of the Year Award**

Greenoak Community Focus has launched this competition for Woking Volunteer of the Year to celebrate the help and support that volunteers give to so many people in the Woking Community.

If you know an individual that should receive special recognition, we welcome you to nominate them before the deadline of 18 June, to give them the chance of winning up to £2,500 for their organisation.

Please remember that your Nominees must be unpaid and must be volunteering in the Woking Borough.

If you have concerns or would like to see the questions in this form before submitting we would recommend that you read our guidance notes before you continue with your nomination.

Volunteer Awards 2018 Woking Volunteer of the Year Award

Nominee's name and contact details

* 1. Please provide the name of the volunteer you would like to nominate.

**Name of volunteer you would like to
Nominate**

Organisation they are associated with

**Your name as contact (required if
more information is required)**

Your Address

Postal Code

Your Email Address

Your Phone Number

Volunteer Awards 2018 Woking Volunteer of the Year Award

Information about your group nomination

* 2. How long has your nominee been volunteering with you?

* 3. Tell us what makes your nominee stand out as special?

(Please restrict your response to 100 words.)

Volunteer Awards 2018 Woking Volunteer of the Year Award

Examples

* 4. Tell us, using examples, about the voluntary work which your nominee has been involved with during 2017/18 and how many people they supported.

(please restrict your response to 250 words)

Volunteer Awards 2018 Working Volunteer of the Year Award

Your volunteers and your future

- * 5. What else would you like to tell us about your volunteer in support of the nomination?
(Please limit your answer to 100 words)

Volunteer Awards 2018 Working Volunteer of the Year Award

Submit your nomination

Thank you for your nomination, you will receive an email to acknowledge your entry.

Please note that we will not be able to discuss a particular nomination while it is being considered or if it does not succeed. The judges' results will be final.

We will not accept any additional material. Your nomination will only be judged by the information on this form. If we require extra information we will make contact using the details you have provided at the start of the form.

Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Welcome to our nominations form for **Woking Young Volunteer of the Year Award**

Greenoak Community Focus has launched this competition for Woking Young Volunteer of the Year to celebrate the help and support that young volunteers give to so many people in the Woking Community.

If you know an individual between the ages of 16-25 that should receive special recognition, we welcome you to nominate them before the deadline of 18 June, to give them the chance of winning up to £1,000 for their organisation and a voucher worth £100 for the nominee.

Please remember that your Nominees must be:

- **between the ages of 16 and 25**
- **unpaid**
- **must be volunteering in the Woking Borough**

If you have concerns or would like to see the questions in this form before submitting we would recommend that you read our guidance notes before you continue with your nomination.

Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Nominee's name and contact details

* 1. Please provide the name of the young volunteer you would like to nominate.

**Name of Volunteer you would like to
Nominate**

Organisation they are associated with

**Your name as Contact (required if
more information is needed)**

Your Address

Postal Code

Your Email Address

Your Phone Number



**Greenoak
Community Focus**

Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Information about your group nomination

* 2. How long has your nominee been volunteering with you?

* 3. Tell us what makes your nominee stand out as special?

(Please restrict your response to 100 words.)



**Greenoak
Community Focus**

Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Examples

* 4. Tell us, using examples, about the voluntary work which your nominee has been involved with during 2017/18.

(please restrict your response to 250 words)



Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Your volunteers and your future

* 5. What else would you like to tell us about your volunteer in support of the nomination?

(Please limit your answer to 100 words)



Volunteer Awards 2018 Woking Young Volunteer of the Year Award

Submit your nomination

Thank you for your nomination.

We will send an acknowledgement to the email address you have provided in question 1.

Please note that we will not be able to discuss a particular nomination while it is being considered or if it does not succeed. The judges' results will be final.

We will not accept any additional material. Your nomination will only be judged by the information on this form. If we require extra information we will make contact using the details you have provided at the start of the form.