



Know a great volunteer?

TRAVEL

Nomination form guidance

The nomination form should be completed by the individual who would like a volunteer or support worker to win an award.

There is only one nomination form for all awards categories. You can select the award you would like someone to win within the form.

It should be completed online unless there is a very specific reason why it cannot be, in which case a paper form can be requested by calling 0207 960 7000.

The form can be started and saved and you will then have 7 days in which to complete it.

These guidance notes take you through the form one page at a time, explaining what you need to do and giving answers to frequently asked questions (FAQs) and giving you the definitions of some key words.

You can read this whole document now, or you can follow the link to the specific notes for each page as you complete the form.

Good luck!

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P1: About you

Guidance: This page is to allow us to collect some background information about you as the person who is nominating someone for an award. We need to know your full name and have an email address and phone number. This is very important so we can contact you if the individual you have nominated is chosen to win an award. Incorrect information will make getting in touch with you and the person you have nominated very difficult, and we don't want anyone to miss out on winning just because we could not get in touch with them!

If you do not have an email address then please fill in your postal address so we can contact you here instead.

You will not be able to navigate to the next page unless you have entered a valid email address and phone number.

Frequently Asked Questions (FAQs)

Why do you need to know my organisation and job title if I am a support worker/beneficiary?

We ask for this information if you are nominating as a beneficiary/support worker so that we can get in touch with your organisation should you move on from your current position/your relationship with the nominee changes before the winners are announced in the next 6 months. If you are nominating as a friend or family we do not require this information as your relationship to the nominee will remain the same.

Key definitions

Nominator: this is the person who knows a really great volunteer or support worker and has decided they would like them to win an award. The nominator is the person who is filling in the form about someone else.

Nominee: this is the really great volunteer or support worker who is being put forward for an award. They are the person who is being talked about in the form.

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P2: About your nominee

Guidance: this page asks for some background information about the person you are nominating for an award so that we can make sure they meet the nomination criteria and that they are judged in the category that they have the best chance of winning. You should make sure you have read the guidance information about who can be nominated for an award and the different categories they can be nominated in before you complete this page.

We need to know a bit about who this person is; whether they are an individual, or a team or a support worker and their age so we can make sure they are nominated for the right award.

You are also asked for some contact information for the person you are nominating so we can let them know if they win an award. Don't worry, there is also an option for us to contact you first if you would prefer us not to make direct contact with the nominee – you just need to indicate this at the bottom of the page.

We would also like to know how you know the person you are nominating so we know who we are speaking to when we get in touch with you.

You will not be able to navigate to the next page unless you have completed the boxes that are marked with a star.

Frequently Asked Questions (FAQs)

What are the criteria for nominating a young volunteer?

- The young volunteer must be aged between 16 and 25 on the 30th September 2010 to be nominated for an award
- They must have been volunteering in the last year; since August 2009 (they can have been volunteering before this time as well)
- Finally the majority of their volunteering must have taken place in England and benefited a community in England

What are the criteria for nominating a support worker?

- The support worker must work for a non for profit organisation (this is an organisation that does not make money for people but puts money back into the running of the organisation to provide a service)
- They must have been supporting volunteering in the last year; since August 2009 (they can have been volunteering before this time as well)
- Finally they must have been supporting volunteering in England and benefiting volunteers in England

What is a team?

A team is a group of volunteers who do volunteering activities together. What they do would not be possible as individuals; they make a difference because they all bring different skills and qualities to reach one goal. A team can be two volunteers or more working together.

What do I do if the age of the person I want to nominate is not shown in the drop down?

You can only nominate somebody for an award if they are aged between 16 and 25 on the 7th July 2010 (the opening of the nominations) even if someone is going to be 16 soon, or has just turned 26 they are not eligible for these awards. Sorry!

What do I do if there are more people in my team than spaces provided on the form?

There is space for you to enter 16 team members details on the form. If you need to enter more than this then please email us at nominationsquestions@vinspired.com.

What if I do not know the email address for the person who I am nominating?

The email address is not a required field so you do not have to enter one. It is useful for us if you do so we can inform the person you have nominated if they are successful. If you do not know it we will contact you at the email address you have given instead.

Key definitions

Young volunteer: an individual who is aged between 16 and 25 who is doing activities on a voluntary basis.

Support worker: an individual who is coordinating and helping young volunteers to achieve the most from what they are doing.

Volunteering: an activity which you choose to do (you don't have to!) that involves spending time, unpaid, doing a form of activity which benefits others in the community, society or the environment.

England: this is anywhere within England and does not include Wales, Scotland or Northern Ireland.

Non for profit: an organisation that does not exist to make money for the people who own it or the people who work for it. It exists to provide a service for people and any money that is made as a result is put in to improving/maintaining the service. It is not kept as profit.

Beneficiary: someone who the volunteer has worked with or supported through their volunteering who wants their work to be recognised OR a volunteer who has been supported by a support worker and wants their work to be recognised.

Support worker: someone who supervises and helps young volunteers achieve their goals through their volunteering.

Co worker: someone who might work with a support worker and want to nominate them or volunteer with another volunteer and want to nominate them.



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P3: Where does your nominee volunteer/work?

Guidance: You need to tell us where the young volunteer you are nominating volunteers or where the support worker works to support young volunteers. You need to supply the region and the local authority and you can check which one you are in by looking at the map. This is so they can be judged against other people in the same area.

You will not be able to navigate to the next page unless you have completed the boxes that are marked with a star.

Frequently Asked Questions (FAQs)

Which region and/or local authority I am in?

If you are not sure what region and/or local authority the volunteer/support worker you are nominating volunteers/works in then please go to the following website and enter your post-code, street or town to the search.

Search for my local authority

Key definitions

Region: there are 9 government office regions in England.

Local authority: within each region there are local authorities who are responsible for services within a given area.



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P4: Why your nominee should win!

Guidance: this is the really important page where you need to explain to us which award you would like to nominate someone for and give us some reasons as to why they should win instead of all the other volunteers/support workers in England!

Which award would you like to nominate your volunteer for?

The first thing you need to do is choose which award you would like to nominate someone for. You should think very carefully about the person you are nominating and decide what it is that makes them really stand out – is it because they are a great leader, or an inspirational team? Or is it because they are new to volunteering and have brought new energy? Or because they have campaigned about an important issue? Once you have decided why they are so special look at the different award categories and decide which one you would like to put them in and check that box.

Explain why you think the individual or team should be nominated for this award:

You then need to explain to us why you have chosen to put them in that category in the next box. For example if you have chosen 'Legend' you need to explain why that person is the best leader you know; who have they led and how? If you have chosen 'fresh' why are they the best new volunteer that you know; what have they done differently and how? If you have chosen 'unite' how have they worked as a team and what was it about being a team that meant they could do something extra special? Again make sure you read all the category information before you answer the question.

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Frequently Asked Questions (FAQs)

I cannot see all the categories - what do I do?

If you are nominating a support worker or a team to win an award you will not be given the full list of awards as they are not eligible for all the awards. You can only choose from the options provided. To see why this is please read the category information and criteria.

What do I do if I cannot decide on a category?

You must select a category to nominate someone in. Make sure you have read the guidelines and think about your nominee very carefully.

Can v change the category that I nominate someone in?

v will try and judge the person you are nominating in the category that you select, however if the judging panel thinks that the nominee has a better chance of winning an award in a different category we do reserve the right to move categories.

Can i nominate someone in more than one category?

It is only possible to select one category on the nomination form at a time. It is unlikely that someone who is nominated for an award will win in more than one category and as part of the judging process v will make sure everyone is judged in the category where they have the best chance of winning.

Key definitions:

New volunteer: someone who has only started volunteering in the last 12 months.

Community: the group of people that benefit from volunteering. They may be a group of people who live in the same area or who have a common interest, or form a distinct segment of society.

Personal adversity: someone has suffered a misfortune which has made volunteering difficult, but instead of giving up they have carried on and succeeded.



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P5: About your nominee's project/organisation information

Guidance: now we know which award you would like your nominee to win we need to know a bit more about the organisation they volunteer or work for or if they do not work or volunteer for an organisation then the name of the project they are involved with.

Please give the name of the organisation where they volunteer

If the volunteer or support worker volunteers/works for an organisation you need to put the name of that organisation here. To understand what an organisation means look at the key definitions below.

Please describe what the project/organisation does

We need a bit about of information about what the organisation/project does. Please tell us a bit about the project or the organisation that the young person volunteers for or the support worker works for. E.g. – is it a youth club for young people? Is it a project to improve the environment? Is it a project to coach people a sport?

What does the person you are nominating do in the project/organisation?

Once we know a bit about the organisation or project we need to know what it is that the volunteer or support worker does in that organisation or project – e.g. do they run workshops every Tuesday to teach people guitar at a youth club? Do they work with young volunteers to plant green spaces in cities? Do they volunteer their time to organise and run football tournaments?

Remember please give as much information as you can so your nominee has the best chance of winning!

You will not be able to navigate to the next page unless you have put *something* in all the boxes that are marked with a star. The more information you give us the better the chances your nominee has for winning an award!

Frequently Asked Questions (FAQs)

I don't know whether the person I am nominating belongs to an organisation or project - what do I do?

This information is really important. Try to find out the name of the project or the organisation from the person that you are nominating.

Key definitions:

Project: volunteering activity undertaken by an individual or group of people on their own initiative and not usually linked to an organisation. They usually have one goal or aim in mind. The people involved are likely to be volunteers and not likely to be paid.

Organisation: volunteering activity that is set up by a larger organisation to help it achieve some of its goals. In this case the volunteering done may only make up a small part of everything that the organisation does. There will usually be paid staff and volunteers in an organisation.



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P6: Skills and qualities

Guidance: this page asks you to think about the things that you know or see the person you are nominating doing when they volunteer or work. You need to think about all the time you spend with them and what things they do that made you think they deserve to be nominated for an award. What makes them a really great volunteer? Or a really great youth worker?

Have a look at the list of skills and qualities and think about which ones they show that set them apart from other volunteers/support workers. You need to choose three skills/qualities that they display really well and tick those boxes.

Once you have chosen three boxes a new section will appear. In this section you will need to explain the choices that you have made by giving **specific examples** from your experience,

For example if you have chosen 'leader' and you are nominating for 'legend' you need to give an example of when that person has led a team. If you chose 'enthusiastic' for 'fresh' you need give an example of the time when the new volunteer has been really enthusiastic about something. If you chose 'passionate' for 'shout' you need to give an example of how the campaigner showed their passion for an issue. If you chose 'supportive' for 'unite' you need to give examples of how the team members supported each other in their volunteering. If you chose 'dedicated' for 'triumph' you need to give examples of how someone showed dedication to overcome challenges they faced.

Remember the more examples and the more detail you give the better chance the person you are nominating has of winning!

Frequently Asked Questions (FAQs)

What if I think of a skill/quality that is not listed?

If this is the case then you need to select the 'other' box at the bottom of the list. You then need to explain what 'other' skill or quality the person you are nominating shows and how in the box that will appear at the bottom of the page.

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What if the skills and qualities I chose do not relate to the award that I want the person to win?

If this is the case you might want to re think the award that you are nominating the person for, If the skills and qualities you chose match another award better then you will need to go back to step 4 and change your nomination. Remember you can go back a stage at any time!

Key definitions:

Skills: what is it that makes the volunteer/worker do what they do really, really well.

Qualities: a characteristic of someone showing how they do things e.g. enthusiastic or supportive.

Dedicated: believing that something is very important and giving lots of time and energy to it.

Determined: wanting to do something very much and not letting anyone or anything difficult get in the way.

Organised: someone who is able to plan things carefully, make sure other people know what they are doing and gets things done on time.

Problem solver: someone who can think about things that are difficult and come up with ways of ending the difficulty or working round it to make something happen.

Bring new ideas: someone who has a different way of looking at things and changes the way others look at things and/or the way things are done.

Enthusiastic: someone who is keen to be involved in everything and always looks like they are enjoying taking part.

Team player: someone who is really good at working closely with other people to achieve things.

Good communicator: someone who is able to tell people about their ideas and emotions in a way that other people understand and want to be a part of.

Understanding: someone who is able to know how someone else is feeling or what their situation is and can help them with whatever they need and/or forgive them if they do something wrong.

Supportive: someone who gives help and encouragement to help someone else succeed.

Passionate: Having very strong feelings and/or emotions about something and wanting to raise awareness/bring about change/succeed in making something happen.

Leader: a person who is in control of a group or a situation and steers people in the right direction so they can reach a goal.

Role model: a person who is admired and whose behaviour other people want to copy.



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P7: Volunteering impact

Guidance: this final page (well done you are nearly there!) asks you to think about how the person you are nominating has changed the life or experience of a person, a community or an environment as a result of their volunteering/support work. You need to be able to explain this with examples.

First of all think about the effect that the person you are nominating has had; what has changed as a result of their volunteering/support work? Choose **three things** that you think they have managed to do; you should think about the award you are nominating them for when you do this. For example if you have nominated someone for 'connect' they might have 'brought people from diverse backgrounds together', if you have nominated for 'triumph' they might have 'overcome barriers to achieve a goal', if you nominated someone for 'spirit' they may have 'given (regular) practical help and support to others'.

Once you have chosen these please check the three boxes and this will make three more boxes pop up at the bottom of the page. In these boxes you need to use examples to explain how the person you are nominating has made these changes. For example how did the volunteer overcome barriers? How did the support worker help others to achieve their goals? How did the team work effectively together? Remember to give us lots of examples!

You will not be able to navigate to the next page unless you have put something in all the boxes that are marked with a star.

You have now finished the form. You can go back and check the pages and then you can click submit! GOOD LUCK!

Frequently Asked Questions (FAQs)

What if I think of an impact that is not listed?

If this is the case then you need to select the 'other' box at the bottom of the list. You then need to explain what 'other' impact the person you are nominating has had and how in the box that will appear at the bottom of the page.

What if the impacts I chose do not relate to the award that I want the person to win?

If this is the case you might want to re think the award that you are nominating the person for, If the impacts you chose match another award better then you will need to go back to step 4 and change your nomination. Remember you can go back a stage at any time!

Key definitions:

Impact: the effect or influence the volunteer/support worker has had on other people, groups of people or the environment as a result of the work they have done.

Community: the group of people that benefit from volunteering. They may be a group of people who live in the same area or who have a common interest, or form a distinct segment of society.