

2024 Queensland *Volunteering Awards* Nomination Guide



volunteering
queensland

Award Categories

- Queensland Volunteer of the Year
- Queensland Youth Volunteer of the Year
- Queensland Lifetime Contribution to Volunteering
- Queensland Excellence in Volunteer Management
- Queensland Volunteering Impact Award
- Queensland Corporate Volunteering Award

Key Dates 2023/24

Nominations open: 05 December 2023

Nominations close: 31 March 2024

Awards Ceremony: 22 May 2024





Welcome

About the Queensland Volunteering Awards

Every year we come together to shine a spotlight on the remarkable accomplishments of individuals and organisations across Queensland who lead the way in making a positive contribution to community through volunteering. Every single volunteer, whether in a formal or informal setting, deserves celebration and gratitude and it is the Queensland Volunteering Awards that highlight the people behind this immense wave which embodies the spirit of change for the greater good.

Volunteers give their time, effort, and skills in various capacities. Whether organised or ad-hoc, formal or casual, in-person or online, the contribution of over three million Queensland volunteers (75% of adults) has provided unparalleled assistance to people and causes across our beautiful state. Volunteering Queensland remains committed to nurturing sustainable practices and driving increased volunteer involvement.

We invite you to embark on this journey as we recognise and elevate the outstanding people and programs that shape a brighter future for so many Queenslanders. Join us on 22 May 2024 at Brisbane City Hall to meet your fellow changemakers.

Benefits of Entering

Entering the Queensland Volunteering Awards offers a multitude of benefits that extend beyond award recognition:

- Highlight an individual or organisation as an inspirational trailblazer in your field.
- Be part of a storytelling mechanism that records and promotes the broader narrative of successful volunteerism and innovation in Queensland.
- Gain visibility and enhance reputation of the individual and/or organisation with potential investors, partners, and customers who prioritise making a difference.
- Ensure your staff, team, or volunteers are rewarded and recognised for their efforts and contribution.
- Receive valuable feedback and insights from the rigorous evaluation process, helping you enhance your initiatives.
- Reflect on your achievements, results and refine your communication by going through the entry process.
- Access a vibrant community of like-minded individuals and organisations, fostering connections and collaborations.

Nomination Information

Who is eligible to nominate or be nominated?

All Queensland-based individuals and organisations are eligible to be nominated.

An individual or team may be nominated by another person known to them. Please note that we are unable to accept self-nominations in the case of individual categories.

Eligibility criteria

An award may be granted to an individual or a team, dependent on the category. Team nominations are accepted only for the Volunteering Impact and Corporate Volunteering categories.

A nominee or recipient of a Volunteering Queensland Award is only eligible for re-nomination in subsequent years on the basis that there are significant new achievements or developments to be considered. Nominee applicants are automatically valid for consideration for two subsequent years.

Please be aware that nominations for Youth Volunteer of the Year are only open to applicants aged 16–30 years who have contributed for over one year in one of several organisations.

Lifetime Contribution to Volunteering applicants must have volunteered for over 15 years in one or several organisations to be eligible. The voluntary service does not need to be in 15 consecutive years.

Any applicant who is currently in a paid role for the organisation for which they have previously volunteered is unfortunately ineligible to be considered for an award. Nominees are considered on recent (within last one year) volunteer contributions only.

Nomination process

There will be an online nomination form made available on the www.volunteeringqld.org.au website, for nominators to complete. This form may be completed on various electronic devices, including computers, tablets, and smartphones. The form can be saved and resumed and submitted at a later date if necessary.

Award selection is based primarily on written statements addressing the selection criteria (detailed in subsequent sections). Therefore, the nominator must clearly demonstrate how the person or team they are nominating has demonstrated significant and outstanding achievement, and a meaningful and lasting impact in volunteering in Queensland.

Additional materials supporting the claims may be included. However, please note that a maximum of three pages of supporting material will be considered, and the relevance of any such material must be made clear in the nomination application.

Depending on the quality of the nominations, up to two awards may be given for each award category. Subject to the quality of the nominations for a category, an award may not be made.

Selection criteria

The nominator must provide:

1. A succinct overview (maximum 100 words) of the nominee individual or program including a description of the contribution, initiative, organisation, project, or activity and how this outstanding and exceptional achievement or success exceeds normal expectations of performance. For finalists, the summary will be published on the Volunteering Queensland website, and in the Volunteering Queensland Award proceedings. You may find it useful to review the past details of finalists, available on the [Meet the Finalists](#) webpage.
2. A succinct justification for the nomination, addressing each of the two general selection criteria below (maximum 250 words per criterion) and the one award-specific criteria.

The award-specific criteria are detailed towards the back of this guide.

General selection criteria

Part A: Innovation and Leadership

This section should include a description of the contribution, initiative, program, project, or activity and how this significant and outstanding achievement goes beyond what is expected in a usual volunteer, volunteer manager or volunteer program. Discuss the vision and potential for scalability and applicability in different contexts.

Part B: Outcomes and impact

This section should include information to demonstrate the key outcomes and achievements of the individual's or program's contribution, initiative, project, or activity.

This section should also include quantitative and/or qualitative information to demonstrate the level of impact of the contribution, initiative, program, project, or activity in terms of size, reach and significance.

Testimonials may be used from recipients of the work of the individual or program as evidence.

Award-specific criteria

Part C: Various

See award-specific criteria to provide considerations and evidence relevant to that award. At least one of the listed criteria should be addressed in your submission.

Individual award criteria are available from page 10 of this guide





Selection committee

Volunteering Queensland manages the Volunteering Queensland Awards. Staff members who serve on the Review Committee are not eligible for an individual or team award during the year they serve. Committee members must declare any conflict of interest in the review process.

Volunteering Queensland appoint the Queensland Volunteering Awards Selection Panel. They shall include members of the Volunteering Queensland Board, previous recipients of a Queensland Volunteering Award, senior leaders of volunteer-involving organisations or other key dignitary. The selection committee will be supported by a secretary, appointed by the Review Committee.

The selection committee's recommendation and the CEO and President's endorsement of an award are not subject to internal appeal or review.

How to nominate an individual

When nominating an individual, you are not required to advise them of this prior to form submission, although you may choose to if you wish.

However, please note that after the nomination is submitted, the nominees will be advised via email of their nomination, and will be given the opportunity to decide if they would like to accept the nomination and proceed with the awards process. They will have the opportunity to add or correct information, but not be able to remove information originally submitted.

Please note that you will be requested to provide contact details for the nominee, including their email address.

You will also be requested to provide contact details for the nominee's relevant referees, to support your nomination or to seek clarification.

How to nominate a volunteering program

Programs may be within a work area or across organisational areas (e.g., School, Company, Faculty or Division). When nominating a team, the nominator will select a project name, and a the project leader. A team member may be defined as someone who has made a significant contribution. Nominators must confirm with the team leader that the program is primarily run in Queensland.

Please note that you will be requested to provide contact details for the project leader, including their email address.

You will also be requested to provide contact details for the nominee's relevant referees, to support your nomination or to seek clarification.

Supporting Materials

The nominator is encouraged to seek endorsement of the nomination and will be encouraged to provide additional materials to support impact, such as reports or statistics.

Testimonials from colleagues and recipients of the volunteer individual or program are also encouraged to validate and support the significant contribution of the nominee. Additionally, at least one high resolution image is required for promotional purposes.

Please note that the main entry form is the primary basis for evaluation. Therefore, it is crucial to carefully select the most relevant materials to support your submission document. To ensure that the correct supporting materials are referenced, please include statements like "For more explanation, please refer to Attachment A."

Selection Panel Evaluation

Your entry will be evaluated based on your answers to each of the nomination questions. Selection panellists cannot assume any information that has not been clearly documented in your entry.

Be sure to have someone read over your nomination to ensure that your application tells the full story and is well written. It should identify and emphasise what makes your application stand out from the rest.

Questions

If you have any questions regarding the Queensland Volunteering Awards, please contact Volunteering Queensland at awards@volunteeringqld.org.au.

Steps in the nomination process

1

Prepare to complete the online form

The online nomination form is located on the www.volunteeringqld.org.au website. Please note that you need to be logged on to the internet to access the form. There is capacity to save the online nomination form and return to it later, so you may complete as your time allows. Please note that if you 'save and resume' multiple times, then you will need to use the most recent weblink provided to you to access your most recent version of the form.

It is strongly recommended that you prepare your responses in another format (e.g. Word document) and copy them into the online form once ready for submission.

2

Complete the online form

Ensure all contact details and statements addressing the selection criteria are completed. You will be requested to provide:

- The contact details for:
 - the nominees
 - their referees
- 100 word nomination summary
- 250 words addressing each of selection criteria A, B & C
- Maximum three pages supporting information (optional)
- Maximum three hi-res images to use for promotional purposes

Once submitted, the nominator will receive an email to confirm the submission has been received. The nominee/Project Leader will also receive an email notification and be required to consent to the application's progression to Stage 3.

3

Shortlisting and endorsement

When nominations close, the Review Committee will reduce the nominations to a maximum of 15 for consideration of the Selection Panellists. Shortlisting will be based on stringent marking guidelines based on the selection criteria, and cross marked by a second ReviewCommittee member. The average mark for each nomination will be used to establish the shortlisted 15 nominations.

4

Review

All shortlisted nominations will be subject to extensive review and moderated deliberation by three Selection Panellists in each category, who will ultimately decide one recipient and two runners-up in the panellists' particular category.

5

Awards ceremony

Nominees and their nominator will be invited to attend the Queensland Volunteering Awards. Finalists will be invited to the stage before the recipient is announced.

Award recipient information

Announcement of award winners

Nominees will be advised by email if they have been nominated in the Queensland Volunteering Awards. Nominees will be invited to attend the Queensland Volunteering Awards ceremony, where the finalists will be announced, presented with their award, and recognised for their achievements.

Up to two winners may be selected from each category. Family members, nominees, nominators, colleagues, and supervisors may have an opportunity to attend. Please note that the number of attendees will be limited, and guest invitations will be dependent on venue capacity.

Individual award prize

The award finalist will receive a certificate of recognition and trophy.

Program award prize

The recipient of the Volunteering Impact and Corporate awards will receive a certificate of recognition for each team member and a team trophy.

Finalist expectations

Finalists will be invited to participate in various press and interview opportunities prior to and after the Queensland Volunteering Awards. It is up to the individual or organisation to decide to participate in publicity engagements.

Photo/Media consents are provided to all nominees at the time of notification of nomination. The nominee agrees to share their summary information and profile picture for publication (with permission).

Commendations


Nominees whose nomination is of an extremely high standard but are not endorsed as the category recipient or runner up may receive a commendation on the recommendation of the Selection Panel and at the discretion of the CEO and President.

Expectations of award recipients

The recipients of a Queensland Volunteering Award may be expected to participate in seminars, presentations, or act as a mentor to future nominees.

The background is a gradient of blue and purple. In the lower half, there are dark silhouettes of three people with their arms raised in celebration. In the upper right and lower left, there are clusters of colorful geometric shapes: a large pink circle, a smaller blue circle, and a series of concentric blue circles. The text "Award categories" is centered in the middle of the image in a white, bold, sans-serif font.

Award categories

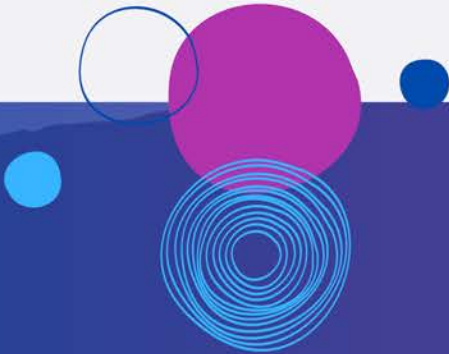


Queensland award for **Volunteer of the Year**

Presented in honour of an individual who has made an exemplary voluntary contribution and who through their volunteering has made a significant impact towards Queensland's wellbeing.

Award-specific criteria

An individual must demonstrate one or more of these criteria:

- development and implementation of a unique or original approach to volunteering which benefits a specific organisation or organisations.
 - development and implementation of new concepts, products or services that strengthen and broaden access to an organisation for individuals from minority cohorts, including but not limited to first nations peoples, newly arrived migrants, people with disability, vulnerable women, young people, unemployed people, remote or regional volunteers.
 - contribution to reviewing and establishing more inclusive systems or procedures that enhance the operational effectiveness of an organisation
 - promotion or leading the advancement of the vitality and enrichment of the broader community through branding, events or other activities
 - an outstanding commitment of time and effort to an organisation or organisations which has led to significant growth, funding, or awareness for the organisation.
- 




Queensland award for Youth Volunteer of the Year

Presented in celebration of an individual aged between 16 and 30 years, who has demonstrated an outstanding commitment to volunteering in Queensland and who, through their volunteering, has positively impacted the lives of others.

Award-specific criteria

An individual must demonstrate one or more of these criteria:

- be aged between 16 – 30 years.
 - an outstanding commitment to volunteering, by involving themselves in one or more organisations in Queensland in key roles for a minimum of one year total.
 - promoting the benefits of volunteers to others, resulting in the inclusion of more young people into volunteering.
 - contribution to reviewing and establishing more inclusive systems or procedures that enhance the operational effectiveness of an organisation.
 - promotion or leading the advancement of the vitality and enrichment of the broader community through branding, events, or other activities.
 - an outstanding commitment of time and effort to an organisation or organisations which has led to significant growth, funding, or awareness for the organisation.
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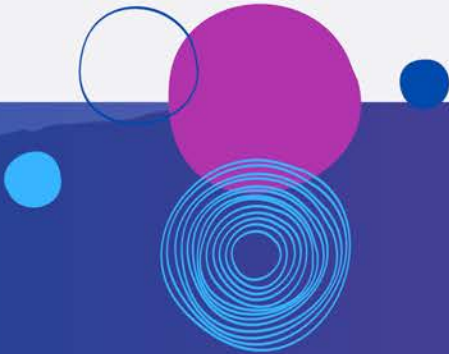



Queensland award for Lifetime Contribution to Volunteering

Presented in honour of an individual who has made an exemplary life-long contribution to volunteering (15+ years) and who throughout their volunteering has contributed to the betterment of the community in Queensland.

Award-specific criteria

An individual must demonstrate one or more of these criteria:

- an outstanding commitment to volunteering, by involving themselves in one or more organisations in Queensland in key roles for a minimum of 15 years total.
 - development and implementation of a unique or original approach to volunteering which benefits a specific organisation or organisations.
 - contribution to reviewing and establishing more inclusive systems or procedures that enhance the operational effectiveness of an organisation.
 - promotion or leading the advancement of the vitality and enrichment of the broader community through volunteer leadership.
 - an outstanding commitment of time and effort to an organisation or organisations which has led to significant growth, funding, or awareness for the organisation.
 - development of inclusive practices to ensure the sustainability of an organisation and its volunteer experience.
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Queensland award for **Excellence in volunteer management**

Presented in acknowledgement of an individual salaried or non-salaried volunteer manager who has demonstrated outstanding best practice in the management of volunteers and the delivery of volunteer programs.

Award-specific criteria

An individual must demonstrate one or more of these criteria:

- implementation of a significant and outstanding improvement or initiative that contributed to creating an exceptional volunteer experience.
 - consistently provides outstanding and exceptional quality of service to volunteers.
 - significant contribution to building the professional standing and reputation of the organisation amongst volunteers and volunteer professionals.
 - adherence or implementation of the National Standards for Volunteering within the organisation.
 - broadened access to volunteering for individuals from minority cohorts, including but not limited to first nations peoples, newly arrived migrants, people with disability, vulnerable women, young people, unemployed people, remote or regional volunteers.
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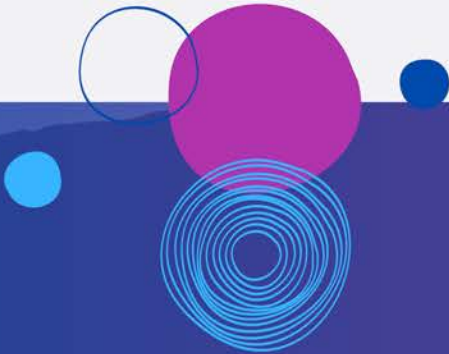


Queensland award for **Volunteering Impact**

Presented in recognition of a community volunteering program or activity that has made a positive, measurable and sustainable social and/or economic impact on the Queensland community.

Award-specific criteria

A team must demonstrate one or more of the following criteria:

- implementation of an innovative project, program or activity that proactively enhances a sense of community within Queensland.
 - contribution to positive cultural change with regard to equity, diversity or inclusion in the Queensland volunteering community.
 - implementation of inclusive practices or initiatives which lead to greater access, representation and sense of belonging for volunteers from disadvantaged or under-represented groups.
 - demonstrating leadership in promoting and demonstrating supportive behaviours in the workplace, learning environment or community.
 - qualitative data to demonstrate the impact of the program on social and/or economic outcomes of Queensland, or on the participants of the program.
 - enhancing the reputation or awareness of a community organisation/s.
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Queensland award for Corporate Volunteering

Presented in recognition of a for-profit organization that has made a positive, measurable and sustainable social and/or economic impact on the Queensland community through volunteering.

Award-specific criteria

An individual must demonstrate one or more of these criteria:

- development and implementation of a philanthropic project, program or activity that promotes volunteering as a part of workplace culture
- delivered a project or initiative that enhances the wellbeing and work experience of staff through volunteering
- provided multiple on and offline opportunities and reduced barriers to volunteer for staff
- implementation of inclusive practices and procedures which lead to greater access, representation and access to volunteering from disadvantaged or under-represented groups in the workplace
- secured management support and involvement for ongoing corporate socially responsible programs in the community, across a variety of sectors



Volunteering Queensland Values

Please familiarise yourself with the Values detailed below, in order to respond effectively to the general selection criterion A.

Our values drive our work, which is vital to ensuring Queensland communities can retain the strong, effective volunteer workforce necessary to advance their mission and cause.

Volunteer participation

We aim to make volunteering accessible for all. It should be inclusive, transformative, flexible and meaningful.

Inclusive practices and principles

We ground our efforts on service, experience, evidence and transparency, consultation and continuous improvement.

Inform

We inform policy, good practice, research and development, regulation and decision-making that supports the sustainability and advancement of volunteering.

Advocacy

We actively campaign that investing in volunteering is fundamental to the continued prosperity of Queensland.

Partnerships

We support the whole of Queensland by harnessing the power of strategic partnerships with community groups, complimentary bodies, committees and councils to engage a state-wide volunteer network. We work with a national network of volunteering bodies to uniform and unify efforts to promote volunteerism.

Contact Us

Please feel free to contact Volunteering Queensland if you need assistance in deciding the appropriate category for your nomination, or how to complete your entry, at any stage.

For enquiries, please email awards@volunteeringqld.org.au

Terms and Conditions

1. Selection Panellist decisions are final.
2. The organisation or individual must not have been prosecuted for a violation of environmental, social, or commercial law in Australia or overseas in the past 5 years.
3. The organisation or individual must operate primarily in Queensland for the purposes of these awards.
4. Claims made in your entry must be true and correct. Volunteering Queensland reserves the right to declare your entry ineligible if, in the reasonable opinion of the judging process, the information provided in your entry is deficient, false, or misleading in any way.
5. Finalists must have at least one representative attend the Awards Presentation.
6. Entries are not registered as submitted until the submission email is received by the nominee.
7. Volunteering Queensland reserves the right to withdraw a category and cancel the award if an insufficient number of entries has been received, the quality of entries does not meet the criteria, or the entries are deemed inappropriate for any reason.
8. All entries for the Queensland Volunteering Awards should reflect the work being carried out over the previous one year. However, this initiative can be running for longer than the last one year. Entries can include relevant information prior to this year that is pertinent to the entry.
9. Volunteering Queensland accepts no responsibility for entries that are not received, delayed, incomplete, or are lost due to a technical problem.
10. Volunteering Queensland reserves the right to reallocate a nomination to an alternate category should the judging panel deem it more relevant to the nomination.
11. Volunteering Queensland reserves the right to use entry photos and overview submissions for the Queensland Volunteering Awards marketing and promotion.
12. By entering the Queensland Volunteering Awards, you consent to ongoing communication from the Volunteering Queensland, including newsletter updates. You may unsubscribe at any time.
13. Entries remain the property of Volunteering Queensland and are not returned.
14. Entries remain valid for a period of two years from the date of submission

