

## **Muswellbrook Shire Community Volunteer Recognition Award 2020 Terms & Conditions**

1. Submission of Muswellbrook Shire Volunteer Recognition Award 2020 signifies acceptance of these Terms and Conditions.
2. Muswellbrook Shire Community Volunteer Recognition Award is supported by Muswellbrook Healthy and Well *Act-Belong-Commit* campaign and Muswellbrook Shire Council
3. **Key dates:**
  - a. Nominations open Thursday 9<sup>th</sup> April 2020
  - b. Nominations close Sunday 10<sup>th</sup> May 2020
  - c. Judging from Monday 11<sup>th</sup> May until Thursday 14<sup>th</sup> May 2020
  - d. Winning nominations telephoned Friday 15<sup>th</sup> May 2020
4. **Award categories**
  - a. Young Volunteer: 24 years and under
  - b. Adult Volunteer: 25 to 64 years
  - c. Senior Volunteer: 65 years and over
  - d. Volunteer Team: team to be made up of more than one individual
5. **Submission details – the survey includes**
  - a. The nominees details – name or team name, address, email address and phone contact
  - b. The nominators details - name, organisation, address, email address and phone contact
  - c. Details of nominees volunteer role - group or organisation where the nominee volunteers, outline of nominees work and benefits of nominees work
  - d. Referee details – name, affiliation to nominee, email address and phone contact
6. **Submission permissions:**
  - a. Muswellbrook Healthy & Well and representatives respect the confidentiality of the nominators personal information, and will keep this information secure on the understanding that the nominator gives permission for these details to be used by the coordinators for use of contact before, during and following National Volunteer Week 2020.
  - b. All nominators must have permission from the person you are nominating to disclose their personal information as part of their entry in the Muswellbrook Shire Community Volunteer Recognition Awards 2020.
  - c. For privacy purposes, the nominee is required to understand and be aware that as a result of this nomination, they will be requested to appear publicly by Muswellbrook Healthy & Well and Muswellbrook Shire Council to promote the Muswellbrook Shire Community Volunteer Recognition Awards 2020.
  - d. Please note that the volunteer you are nominating will have access to a copy of the full nomination entry.
7. **Nominees must:**
  - a. Have given their time willingly for the common good and without financial gain
  - b. Reside in Muswellbrook Shire
  - c. Have volunteered during the previous 12 months for a legitimate not-for-profit organisation, community group, or other entity which engages volunteers in a safe and legal manner such as schools or government agencies.
8. **Referee**
  - a. All applications must include one referee who can confirm the details of the nomination, if necessary. The nominee and the nominator (you) cannot be listed as a referee. The referee listed must be informed that you are disclosing their personal information on the nomination form.
9. **Judging**
  - a. All submitted nominations will be subject to judging from Monday 11<sup>th</sup> May 2020.
  - b. Four nominations (one from each category) will be chosen by representatives from the Act-Belong-Commit steering committee to receive a Volunteer of the Year Award.
  - c. Winning nominations will be notified by telephone on Friday 15<sup>th</sup> May 2020.
  - d. The nominator and nominee acknowledges and agrees that the decisions of the judges are final on all matters and no correspondence shall be entered into.
10. **Awards**
  - a. The winning nominations will receive a cash prize of \$50, a framed certificate and National Volunteer Week pen.
  - b. All recognition certificates and awards will be printed as per the details supplied on the nomination form, please ensure that you double check the spelling of the nominee details before submitting.