

### The Mayor's Award for Outstanding Contribution

*Before completing this form please read the eligibility criteria overleaf carefully.*

Please **DO NOT** tell the volunteer that they have been nominated until an Award is made.

<b>Nominators Details</b>	<b>Organisation Details</b> Where the individual volunteers and to confirm the information given in support of the nomination				
Name:	Name:				
Address:	Address:				
Tel No:	Tel No:				
Email:	Email:				
I confirm that the nominated individual carries out the duties described below in a totally voluntary capacity and receives no remuneration (other than expenses) <b>signed:</b>					
<b>Details of the person you are nominating for this Award:</b>					
Name:	Age:				
Address:					
Tel No:	Email:				
<b>Short description of their volunteering:</b> (50 words)					
<table border="0" style="width: 100%;"> <tr> <td style="width: 50%;">How long has the person been volunteering?</td> <td style="width: 50%;">How many hours per week or month?</td> </tr> <tr> <td>Approximately how many people have benefited?</td> <td>For how many organisations?</td> </tr> </table>		How long has the person been volunteering?	How many hours per week or month?	Approximately how many people have benefited?	For how many organisations?
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Approximately how many people have benefited?	For how many organisations?				
<b>What makes this volunteer stand out?</b> (100 words) <i>Additional paperwork will not be considered.</i>					

**Completed forms should be sent to:**

Chelmsford Centre Supporting Voluntary Action, Burgess Well House, Coval Lane, Chelmsford CM1 1FW.  
Nomination Forms must be received by **10am on Friday 27 April 2018.**

# Chelmsford Awards for Voluntary Service 2017/18

## *Guidance & Eligibility Criteria*

**Background:** Chelmsford Centre Supporting Voluntary Action works with over 350 volunteer involving organisations across Chelmsford and hosts a Volunteering Centre which brokers local people wanting to volunteer with agencies needing voluntary help. Every day we are humbled by the willingness of the people of Chelmsford to come forward and give of their time, for free, to support local charities, community and voluntary activity. Add all of this together and we have a **formidable force for good** which makes Chelmsford a great place to live and work.

**Aim:** *To recognise local people who give their time to help others across the city by volunteering we seek individuals who have made exceptional contributions to local voluntary action.*

**Method:** *By nomination of individuals to receive an Award for Outstanding Contribution to Voluntary Service (any age or activity).*

### **Guidelines:**

1. Open only to people living AND volunteering within the district of Chelmsford: the city, its villages and South Woodham Ferrers.
2. Volunteering is defined as any activity that involves spending time, unpaid, doing something to benefit the environment or someone (individuals or groups) other than, or in addition to, close relatives. This can include formal activity undertaken through public, private and voluntary organisations as well as informal community participation.
3. Nominations are invited in writing by using the application form only.
4. The person nominated should NOT be made aware that their name has been put forward unless/until an Award is made.
5. We are seeking volunteers in the community who have gone above and beyond in their voluntary activity and are also perhaps otherwise 'unsung'.
6. Nominations can come from individuals, not just organisations, but must be supported by a volunteer involving organisation; this could be a charity or parish council or other agency.
7. Individuals cannot nominate themselves.
8. You can nominate more than one individual but each must be on a separate form.
9. Supporting information and additional sheets will NOT be accepted or considered.
10. The panel's decision is final.

### **Making a Nomination:**

The nomination period is now open and will run until **10am on Friday 27 April 2018**. Nomination forms can be downloaded from the Centre's website and should be printed off, completed in full and signed where indicated. Please note that only the space available should be used – we are unable to accept forms which run over the one side of A4 shown overleaf.

If you are unable to access the internet or have other access needs please call 01245 250731. Completed forms should be signed and sent in an envelope marked '**Awards - Confidential**' to the Centre Supporting Voluntary Action, Burgess Well House, Coval Lane, Chelmsford CM1 1FW before closing date. **Late applications will not be considered.**

### **Judging & presentation:**

Selection will be made by a panel of local people with an interest in and passion for voluntary action. The Panel will be chaired by the Mayor of Chelmsford. Presentations of Awards will take place at a Chelmsford Centre Supporting Voluntary Action event during 2018 (date tbc). The Mayor of Chelmsford will present the Awards.