

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.

Nominators Details	Organisation Details Where does the individual volunteer? If more than one place please state their main activity
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. Signed:	
Details of the person you are nominating for this Award:	
Name:	Age:
Address:	
Tel No:	Email:
Short description of their volunteering: (50 words)	
How long has the person been volunteering? Approximately how many people have benefited?	
How many hours per week or month? For how many organisations?	
What makes this volunteer really stand out? (100 words) <i>Please don't attach additional paperwork.</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 29 March 2019.**

Chelmsford Awards for Voluntary Service 2018/19

Guidance & Eligibility Criteria

Chelmsford Centre Supporting Voluntary Action works with some 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 amazed by the willingness of local people to come forward and give their time to support local charity, community and voluntary activity. Collectively, people who volunteer are 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 Chelmsford by volunteering - 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 29 March 2019**. 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 experience 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 2019 or in the Mayor's Parlour (date tbc). The Mayor of Chelmsford will present the Awards.

Data Protection:

The information given on this form will be held in accordance with data protection legislation currently in force including the General Data Protection Regulations. Information contained on the form will be anonymised before sharing with the judging panel. We may read out statements written by the nominator when presenting the Award. Find out more about how we control and process data by reading the Privacy Statements at: chelmsfordcvs.org.uk/privacy
Contact details of Award winner(s) will be shared with The Mayor's Office.