**Sudbury and District Volunteer Awards**

**Saturday 9th June 2018**

**Criteria and guidance notes**

*Please note, to qualify to be nominated for one of the awards the volunteers must volunteer for an organisation that works in the Sudbury and District area and that volunteering should have taken place within the District (including Cornard and the villages).*

*Before you make a nomination, please ensure the volunteer is aware that he/she is being nominated.*

**The Categories are as follows:**

**Young Volunteer (Under 18)** – will celebrate a young volunteer who is under 18 years of age.

**Young Volunteer (18 – 24)** – will celebrate a young volunteer aged between 18 and 24.

**Long Service Volunteer** – will recognise the achievement of a volunteer who has been volunteering for many years. We are not putting a limit of time on this as we recognise that long service in particular areas of work will differ.

**Older Volunteer (over 65)** – will recognise a volunteer that has continued to provide excellent service to the community.

**Starting a Voluntary Organisation in the last 5 years -**  this award will recognise an individual or group of individuals who have started a group from scratch that has made a worthwhile contribution to the local community in the last 5 years.

**Sports Volunteer of the Year** – will celebrate the achievements of a volunteer who has made a great contribution to a sports club or activity. This may be a coach, a groundsman or someone who helps in running a club or activity.

**Arts Volunteer of the Year** – will celebrate a volunteer who helps within the arts (Drama, Music, Dance, Film, Art etc), as a tutor, director, backstage helper or a committee member.

**Horticultural or Environmental Volunteer of the Year** - this is a wide category and includes volunteering within gardening, allotments or with a wild life or environmental organisation.

**Community Volunteer of the Year –** this celebrates a volunteer who has made a valuable contribution to the local community in terms of health, social care and personal safety.

**Charity Volunteer** – this celebrates the contribution given by a volunteer in any area not covered by the awards above.

**Employer-Supported Volunteering Business of the Year** – this celebrates a local business that has made a significant contribution to a community group or charity through encouraging staff to volunteer.

**How to complete the Nomination Form:**

Here is a step by step guide:

**Name of Award**: Please indicate the name of the award you would like to nominate the volunteer(s) for by ticking the relevant box. Please note, **volunteers can be nominated for more than one award.**

**Nominators Details**: Please give FULL details of the person nominating. If the volunteer is shortlisted for an award, the nominator will be invited to the award ceremony and may be asked for quotes for publicity.

**Volunteer Details**: Please give FULL details of the volunteer (s) (or for the ESV Award, the name of the business) being nominated. If shortlisted for an award they will be contacted prior to the event and asked for quotes for publicity.

**Nomination Details**: To be completed by the Nominator. Please give examples and details of why you are nominating the volunteer.

**Nominator**: Please ensure the form is signed and dated by yourself (email signatures are acceptable). Completed forms MUST be returned to: The Befriending Scheme, 1 The Croft, Sudbury CO10 1HN or scanned and emailed to [Karen.bleay@sudburyhive.org](mailto:Karen.bleay@sudburyhive.org) . Completed forms must be returned by no later than 5pm on Wednesday 16th May 2018.

A panel of 3 judges will meet to decide the shortlist for each category. There will be 3 shortlisted nominations per category and they will all receive an invitation to the Awards ceremony at the Delphi Centre on Saturday 9th June 2018 at 2.30pm (with refreshments from 2pm and afterwards ). Nominators and shortlisted nominees will be contacted week commencing 21st May 2018and will be informed they are on the shortlist.

All nominations who do not make the shortlist will also be contacted by letter.