

ROFFEY FAMILY VOLUNTEERISM AWARD

The Roffey Family Volunteerism Award is to recognise and honour a student's significant contribution to the local community through their activity and participation as a volunteer.

Volunteering is defined as an activity which takes place through a recognised community organisation and is undertaken:

- outside of school hours and must include duties not associated with school
- over a reasonable period of service/number of hours, **within the current school year**
- to be of demonstrated benefit to the local community
- for no reward or financial gain
- freely and of the student's own volition
- to be an inspiration for others

A student who receives any reward or financial benefit for their volunteer work is ineligible for this award.

Note: Reward or benefit does not include trophies, medals, certificates or other forms of acknowledgment of achievement the student may have received from a community organisation.

Award

The award is:

- To recognise and acknowledge the volunteer contribution a student individual has contributed to their community.
- To celebrate and support the work of the student volunteer
- To inspire students to start volunteering or volunteer more

Eligibility

Nominees must include volunteering which fits within the definition of volunteering as outlined above.

Conditions

- All nominations must be on the official nomination form, with a separate form for each nomination
- Nominations will not be accepted from College staff or relatives of the student.
- Nominations must be received directly from the community organization or its representative
- All nomination material submitted remains the property of Cheltenham Secondary College
- Nomination forms must be completed in full
- The nominator must sign the completed form prior to lodging and be available to contact to confirm their nomination
- Nominations must be received by the nomination closing date

Selection Procedure

A panel will be selected by Cheltenham Secondary College to consider all nominations. Selection of panel members will be as deemed by the College Principal Staff. Once all nominations have been considered, a winner will be selected and invited to attend Presentation Night to receive the award.

The decision of the panel is final and no correspondence will be entered into. Unsuccessful nominees are encouraged to continue volunteering and are not precluded from being nominated in successive years.

ROFFEY FAMILY VOLUNTEERISM AWARD NOMINATION FORM

Nominations will not be accepted from College staff or relatives of the student. Nominations must be received directly from the community organisation or its representative.

Nominee Details:

Family Name: _____ First Name: _____

Postal Address: _____

Email Address: _____

Daytime Phone: _____ Mobile: _____

Community Organization (who they volunteer for)

Organization Name: _____

Contact Person: _____ Position Held: _____

Postal Address: _____

Email Address: _____

Daytime Phone: _____ Mobile: _____

Please provide supporting evidence for each of the following: (Max 150 words per answer)

1. Describe the volunteer's role

2. Describe the impact of the work on the community – what is the benefit to the community?

ROFFEY FAMILY VOLUNTEERISM AWARD NOMINATION FORM

3. Specify approximately how many hours the nominee volunteers per week/month/year

4. Identify any challenges faced by the nominee (e.g. physical, health, time constraints, distance or other factor) which impacts their volunteering efforts

5. Describe what special skills or qualities the volunteer has brought to their volunteering

6. Describe how the nominee provides inspiration or guidance to others through their work as a volunteer

Nominator's Details

Name:

Organization (if applicable)

ROFFEY FAMILY VOLUNTEERISM AWARD NOMINATION FORM

Position Held (if applicable): _____

Postal Address: _____

Email Address: _____

Phone (W): _____ Phone (H): _____ Mobile: _____

I, _____, being the nominator, submit this nomination with the understanding that the personal information provided is to be used for selecting nominations for the Roffey Family Volunteerism Award.

I declare that the information I have provided in this nomination is true and correct, and I can attest to the contribution made by the nominee to their community through their volunteering.

Signed: _____ Date: _____

Nominations close: Friday, 7th December 2018

Forward nominations to Ms Helen Page, Assistant Principal via email at cheltenham.sc@edumail.vic.gov.au Attention : Ms Helen Page or call the school on 9555 5955