

# ROFFEY FAMILY VOLUNTEERISM AWARD

The Roffey Family Volunteerism Award recognises and honours 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 must be received directly from the community organisation or its representative
- Nominations will not be accepted from College staff or relatives of the student.
- All nomination material submitted remains the property of Cheltenham Secondary College
- Nomination forms must be completed in full
- The nominating person must sign the completed form prior to lodging and must be contactable to confirm their nomination
- Nominations must be received by the Nomination Closing Date; **Friday 15th November 2024**

## 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

**Nominations must be received directly from the community organisation or its representative. Nominations will not be accepted from College staff or relatives of the student. Please email your nomination to Naomi Smith - smn@cheltsec.vic.edu.au**

## Nominee Details:

Family Name: \_\_\_\_\_ First Name: \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Daytime Phone: \_\_\_\_\_ Mobile: \_\_\_\_\_

## Community Organisation (who they volunteer for)

Organisation Name: \_\_\_\_\_

Nominator/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 volunteers role

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2. Describe the work undertaken by the volunteer

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## ROFFEY FAMILY VOLUNTEERISM AWARD NOMINATION FORM

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

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

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

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

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## ROFFEY FAMILY VOLUNTEERISM AWARD NOMINATION FORM

7. Describe what experience or benefit you feel the nominee has gained from volunteering

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

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### Nominator's Details

Name: \_\_\_\_\_

Organisation (if applicable) \_\_\_\_\_

Position Held (if applicable): \_\_\_\_\_

Postal Address: \_\_\_\_\_

Email Address: \_\_\_\_\_

Phone (W): \_\_\_\_\_ Phone (H): \_\_\_\_\_ Mobile: \_\_\_\_\_

I, \_\_\_\_\_, being the nominator, submit this nomination with 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: \_\_\_\_\_