



## GUIDANCE NOTES

### Introduction

The Mayor's Award for Volunteering scheme was developed by Lisburn City Council's Community Services section in partnership with the Mayor's Office, South Eastern Health & Social Care Trust, Lisburn Volunteer Centre and the South Eastern Education & Library Board. The aim of the award is to provide recognition for the many people who give up much of their time on a regular basis to support community endeavours and to strive to achieve positive change.

### 2010 Award Categories

Awards will be made in the following 4 categories;

#### ***Young Volunteer of the Year Award.***

Young Volunteers **between the age of 13-21** who currently volunteer within the community or within an organisation/group operating within the Lisburn City Council area are eligible to be nominated for an award under this category.

#### ***Adult Volunteer of the Year Award***

Volunteers **over the age of 21** who currently volunteer within the community or within an organisation/group operating within the Lisburn City Council area are eligible to be nominated for an award under this category.

#### ***Supporting Volunteering Award (Small Group)***

Groups set up and delivered by volunteers. The groups nominated within this category should not have any paid employees and their work should be focused on small geographical areas. The group should be providing a range of volunteering opportunities, supporting volunteer training or engaged in the active recruitment of volunteers.

#### ***Supporting Volunteering Award (Large Group)***

Groups nominated within this category should be providing a wide range of volunteering opportunities, supporting volunteer training or engaged in the active recruitment of volunteers. Groups in this category should cover large geographical areas or be issue based and may have paid members of staff organising and delivering volunteering opportunities within the Lisburn City Council area.

## PLEASE NOTE:

Nominees who have won a Mayor's Award for Volunteering category prize on two previous occasions are welcome to apply but will not be eligible to win for a third time.

Where there are three or more individuals from the same group/organisation being nominated they should be nominated under a **GROUP CATEGORY**.

## **Awards Ceremony**

The Right Worshipful the Mayor, Councillor Allan Ewart, will invite all nominees and nominators to attend the Gala Awards Ceremony on the evening of **Thursday 10<sup>th</sup> June 2010 at the Island Civic Centre**.

## **NOMINATION FORM (Questions Explained)**

### **Section 1**

#### **Your Details**

If you are nominating a volunteer under any of the categories please ensure that you provide all relevant contact information for yourself. This information will be used in the event that we need to contact you for additional information about your nomination.

#### **Details of the Volunteer/Group you are nominating**

Please ensure that you provide relevant up-to-date contact information for the person/group you are nominating and please print their name in full as it would appear on a certificate. This information will be used to issue invitations for the Awards Ceremony.

### **Section 2    INDIVIDUAL AWARDS ONLY**

**Please give a description of the work carried out by the Volunteer and the activities they undertake.**

For this question, please provide:

- Brief description on the types of activities the Volunteer is involved in (i.e After-Schools, Fund-Raising, Committee Involvement etc.)

*Please ensure you include all relevant information for the judging panel to build up a picture of the individual and their work.*

**Please describe achievements/impact the Volunteer has had on the community/organisation.**

Giving as much detail as possible, please indicate:

- How the Volunteer has helped the organisation work towards it's aims and objectives
- Individual achievements of the Volunteer
- What impact the Volunteer has had on the community/organisation.

## **Length of Voluntary Service**

Please indicate how long the individual has been volunteering for.

## **Average volunteer hours per week**

Please indicate an accurate average of hours spent by the individual volunteering on a weekly basis.

## **Section 3 GROUP AWARDS ONLY**

### **Please describe the volunteering opportunities available through the Group.**

Please provide a brief background of the Group's work and please indicate the range of volunteering opportunities the Group you are nominating provides e.g. Committee Volunteering, Child-Care Volunteering, Assisting Older People etc.

It is important that you list all available opportunities for volunteering within the group/organisation to enable the judging panel to form a comprehensive picture.

### **Please describe what structures are in place to support volunteering.**

Please indicate if the group/organisation has any of the following:

- Volunteering Policy
- Volunteer expenses, Volunteer induction, Volunteer development
- Equal Opportunity Policy

Or any other systems, policies, information or structures in place to support volunteering and volunteering opportunities.

### **Please describe what volunteering training opportunities are in place.**

Please indicate how the group/organisation provides avenues for volunteers to avail of training, whether it be accredited or non-accredited and the support services that are in place. For example:

Food Hygiene  
First Aid  
Child Protection

Or any other opportunities that are in place that support and encourage volunteer training.

### **Number of Volunteers currently involved in the Group.**

Please indicate an accurate number representing people currently volunteering within the group/organisation.

### **Average volunteer hours per week.**

Please indicate an accurate average of hours spend by the volunteers on a weekly basis within the group/organisation.

### **Does the group employ any staff.**

Please indicate if the group employ any staff. Please note this does not need to be staff working on volunteering programmes within the organisation.

### **Please indicate the type of Group**

Community - Community/Residents Group  
Voluntary - Issue based organisations i.e Victim Support, Women's Aid  
Private - Local, privately run projects/businesses.

### **Date group was formed.**

Please indicate the date the group was formed or the date volunteering opportunities were made available.

### **FURTHER INFORMATION**

If you would like any further information or advice on the scheme please do not hesitate to contact:

**Rhonda Frew**  
**Community Development Officer**  
**Lisburn City Council**  
**Bridge Community Centre**  
**50 Railway Street**  
**Lisburn**  
**BT28 1XP**

**Tel:** 028 92 662496  
**Email:** [Rhonda.frew@lisburn.gov.uk](mailto:Rhonda.frew@lisburn.gov.uk)

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*Please ensure that all nomination forms are received by*

**4.00pm on**  
**FRIDAY 19th MARCH 2010**

**N.B. LATE NOMINATIONS WILL NOT BE ACCEPTED**

