



THANK YOU

NOMINATION GUIDELINES

General information

Volunteers make up an important part of the Glen Eira community and provide valuable contributions through their work with a wide variety of community groups and organisations.

Glen Eira City Council will be honouring our volunteers in our annual *Community Awards* event held during *National Volunteers Week* beginning 16 May 2022.

Eligibility to nominate

Organisations/groups that are not-for-profit and provide community-based services that benefit Glen Eira residents, can nominate volunteers for an award. Organisations can nominate up to 15 volunteers each year.

All nominations must be endorsed by the organisation and recorded in minutes at a meeting prior to submission. To ensure compliance with Council's obligations under the *Privacy and Data Protection Act 2014*, please ensure that you have obtained permission from the person you are nominating. The individual completing the nomination form must be in a position of responsibility (president, secretary or office bearer).

Nomination criteria

Nominations can be made in one of seven categories. Nominees will receive a badge specifying the category and a Certificate of Appreciation. Volunteers nominated must provide a service within Glen Eira for the benefit of residents in these categories:

- 500 hours of service;
- 1,000 hours of service;
- 2,000 hours of service; or
- special service — 10 years continuous service
— 20 years continuous service
— 30 years continuous service
— 40 years continuous service.

Nomination requirements

Organisations/groups must meet the following requirements for each nomination.

- Complete nominations using Council's online *Volunteer Recognition Program* nomination form.
- **Obtain permission from the person being nominated in accordance with Victorian privacy laws.**

- Nominate volunteers once for each category as hours of service are cumulative. For example, a volunteer who receives a 500-hour award will next be eligible to receive a 1,000-hour award.

Submitting nominations

The online nomination form is available at www.gleneira.vic.gov.au/national-volunteer-week
Nominations open Tuesday 1 February and close at 5pm on Friday 11 March 2022.

Acknowledgement of your nomination will be forwarded once the nomination has been received.

Community Awards 2022 event

Council will publicly celebrate and thank our volunteers at the *Community Awards* event held during *National Volunteer Week*, beginning 16 May 2022. Details about the event will be sent closer to the date. Organisations/groups will be required to co-ordinate attendance of their eligible volunteers. Subsequent to the award event, all *Volunteer Recognition Program* recipients will be publicly acknowledged by Glen Eira City Council.

If you have any questions about the nomination process, please contact Council's Service Centre on 9524 3333 or email communityawards@gleneira.vic.gov.au

INSTRUCTIONS FOR ONLINE APPLICATIONS

STARTING A NOMINATION FORM FOR YOUR ORGANISATION

1. Go to: gleneira.smartygrants.com.au
2. Click *Volunteer Recognition Program*.
3. Click 'log in' at the top of the page.
4. Register using your organisation's name, generic email address and password.
5. Click 'continue' to confirm your registration. **Note:** you should write down the registered email address and password in case it needs to be shared between other members who are completing nomination forms for your organisation.
6. Click 'start a submission'.
7. Fill in the form and save your progress regularly.
8. **Please note:** you can download the nomination form, whether draft or completed, as a PDF file. To do so, click on the download PDF button at the bottom of the nomination form navigation panel.

COMPLETING A NOMINATION FORM WITHIN A TEAM

1. A number of people can work on a nomination form using the same login details as long as only one person is working on it at a time.
2. If you wish to leave a partially completed nomination form, you must press 'save' and 'log out'.
3. To reopen your organisation's nomination form, go to gleneira.smartygrants.com.au and log in with the same details.
4. Click on the 'my submissions' link at the top of the page and click on *Volunteer Recognition Program* and continue where you left off.

SUBMITTING YOUR NOMINATION FORM

1. You will find a 'review' and 'submit' button at the bottom of the navigation panel. You should review your nomination form before you submit it.
2. Once the form has been submitted no further changes can be made.

If you have any questions about the nomination process, please contact Council's Service Centre on 9524 3333 or email communityawards@gleneira.vic.gov.au

