

Nomination Guidelines 2024

Awards available.

- Individual Award(s)
- Team Award
- Special Recognition Awards
- Lord Provost's Inspiring Volunteer of the Year Award
- Paul Bennett Volunteer Manager of the Year Award
- The Ian McInnes Award for Inclusive Volunteering

Individual and Team Awards

Organisations can nominate up to three individual volunteers and one team. In addition to our team and individual nominations, there are several special recognition award categories to highlight some of the diverse types of volunteering. Each organisation can also make one nomination for the Paul Bennett Volunteer Manager of the Year Award and the Ian McInnes Award for Inclusive Volunteering.

The panellists reserve the right to reallocate nominations to an appropriate category if required. You do not need to enter a category, but if you do, the nomination will be considered for the category award. All individual nominations will also have the opportunity to be considered for the **Lord Provost's Inspiring Volunteer of the Year Award 2024**.

To be eligible for the individual award nomination category, nominees must:

- Undertake their voluntary work in Edinburgh.
- Have volunteered for at least six months.
- Not previously been awarded an "Inspiring Volunteer Award;" and
- Be over the age of 11 years.

Nominations can be made by the organisation or group with whom the nominee volunteers. The nomination form needs to be backed by a senior representative from the organisation. This may be the nominee's Volunteer Manager, a Senior Manager, a Trustee, or Chair of the Board.

To help you complete the nomination, here is the information you will be asked to present for each volunteer/team:

1. Full name of nominated volunteer, or team name.
2. The volunteer role they fulfil and what it involves (450 words max).
3. The date they started volunteering with you, and when they finished, if they have ended their volunteering with you; and
4. Information to help you write their Nomination Statement, i.e., **you should be able to describe what the individual volunteer or team has achieved through their volunteering and the difference they have made.** It would be extremely helpful for us if you could cite examples of their commitment and impact. It is also nice if you can highlight personal qualities and attributes that they bring to the role. **This is where you can convince the panellists of your nomination(s) standing out from the crowd.**

Special Recognition Awards

The following is a list of criteria for both the Special Recognition Awards. Please read carefully to ensure your nomination is in the correct category.

- 1. Arts, Culture and Heritage Volunteer** This award is for individuals who are engaged with organisations involving the arts, culture, or heritage.
- 2. Charity Shop Volunteer** This award is for individuals engaged in a charity shop, whether as a customer assistant, till operator or arranging donations through the back.
- 3. Digital Volunteer** This award is for individuals who are engaged with organisations supporting their digital and social media, IT development and marketing. Digital support has allowed organisations to adapt to changing circumstances and to continue to offer services.
- 4. Environment/Conservation Volunteer** This award is for individuals engaged in environmental activities, including education, outdoor learning, conservation, or gardening.
- 5. Fundraising Volunteer** Volunteers involved in raising money for an organisation can be nominated for this award.
- 6. Health and Social Care Volunteer** This award is for individuals who give support to vulnerable people in our communities which enhances their health and wellbeing.
- 7. Sports Volunteer** This award is for individuals whose volunteering involves supporting sports, and active and healthy lifestyles in their communities.
- 8. Trustee Volunteer** This award is for individuals who make or have made a huge contribution to transforming our communities and society by serving on a charity board or management committee.
- 9. Young Volunteer** This award is designed to recognise a young person aged between 11 and 25 who has shown a real commitment to their volunteering.
- 10. Long Standing Contribution to Volunteering** This award is for someone who has volunteered within their community for 10 years or more and has made an outstanding contribution.
- 11. Team of the Year** This award recognises the joint efforts of a group of volunteers, such as a community group, employee volunteer group, a board, school group etc. The team might demonstrate strength, commitment, passion, or creativity in successfully achieving their goals, and will have made a significant difference in the community and to their volunteer cause.
- 12. Paul Bennett Volunteer Manager of the Year Award** Volunteer Managers are often the unsung heroes in the volunteering world. They encourage, nurture, and help make volunteering a truly amazing thing. We announced the introduction of this award category 2021 in memory of our late colleague Paul Bennett.

This award is open to any volunteer manager, paid or unpaid, who makes an outstanding contribution to volunteering in Edinburgh. Nominations for this award can come from colleagues, but we would really like to hear from their volunteers about the difference they make to volunteering.

13 The Ian McInnes Award for Inclusive Volunteering

This award was created in memory of Ian McInnes for volunteering initiatives that improve equality and accessibility. This may be down to creative approaches to reaching and recruiting volunteers; flexible and inclusive ways of engaging with and supporting volunteers, or how you have shared these techniques with other organisations to improve volunteering for all.

This award category is open to anyone.

- You may want to nominate your own project or an organisation that has inspired you to work differently.
- You may want to nominate a member of your staff that has helped bring about positive change; or
- You may want to nominate your Volunteer Manager.

We really are inviting nominations from anyone for anyone, and this is your opportunity to tell us how someone has helped change lives through supporting you, or others, to volunteer. Ian's family and Volunteer Edinburgh very much hope that the Ian McInnes Award will encourage organisations to think about developing roles for volunteers no matter what issues those volunteers face. As Ian would have said:

"Just go for it as you never know what positive experiences it might lead to for both the organisation and the volunteer! I want councilors, politicians, and people in power to see the difference volunteering can make to peoples' lives, and to acknowledge the part many organisations play in supporting this."

What happens next?

We will notify all organisations as soon as possible to let them know whether their nominee(s) will receive their award by post or if they have been selected to attend the Inspiring Volunteer Awards ceremony.

We put a great deal of consideration into deciding which nominees will receive invitations to attend the ceremony, and although we would love everyone to attend the ceremony and celebrate as many volunteers as we can, unfortunately the venue does not have the capacity to allow all nominees to collect their awards at the event.

The ceremony will be held on **Tuesday 4 June 2023 from 6.00pm until 9.00pm at Edinburgh's City Chambers.**

If you have any queries or are not sure which category your nomination fits into, please email events@volunteeredinburgh.org.uk or call **0131 561 8310 / 07587 034 535.**

Thanks, and Good Luck!