



Portsmouth Inspiring Volunteer Awards 2018 Nomination Form

We're so pleased that you're joining us in celebrating the valued contribution that volunteers, volunteer organisations and community businesses make to our lives and communities in Portsmouth.

Please use this form to nominate that special individual, group, organisation or business that has made a difference to your life or to the lives of others through volunteering. Please ensure you have read the nomination guidelines before completing this form.

Please note that all sections of the nomination form must be fully completed. We are unable to process incomplete nominations.

2018 Nomination Guidelines

1. Nominations must be received by 11.59pm on **Sunday 15th April 2018**
2. You can nominate in as many categories as you like, but you cannot nominate the same volunteer(s) in more than one category.
3. Individual awards cannot be nominated by a partner, family member or themselves.
4. Organisations must provide a service within Portsmouth and individuals must be volunteering within Portsmouth (PO1-PO6).
5. Permission must be sought from the person or group of volunteers to be nominated.
6. The application must reflect the positive difference the volunteer (s), organisations or businesses nominated have made to the wider community or individuals and groups within that community. Please explain the exceptional commitment they have made, perhaps they have overcome hardship to take on voluntary work. Include all the different areas of work they undertake within the organisation or community.
7. Names provided on the nomination form may be passed on to partner organisations and to the media for publicity purposes and used for presentations on the awards evening. If you are NOT willing for any information to be shared in this way please let Portsmouth Together know as soon as possible.

8. The judges' decision on entries is final. Shortlisted nominees maybe placed into different categories.
9. Winners will be announced on the night of the awards ceremony.
10. In addition there will also be an Outstanding Contribution Award.
11. The judges reserve the right not to make an award in any particular category if they feel that nominations are not suitable.
12. Please ensure we have all of the nominees contact details and the application is completed in full.

Award categories

Please tick the category you are nominating for. Please read the award criteria for each category (available separately). You can nominate in as many categories as you like (using a separate nomination form) but you cannot nominate the same volunteer(s) in more than one category. However, a volunteer may be included in a second nomination if it is for the Volunteer Team /Group Award.

In which category are you nominating?

Award category	Tick one
Individual Contribution Award (over 21).	
Young Person Award - (21 and under)	
Personal Achievement Volunteer Award	
Trustee / Committee Member Award	
Team or Group Award	
Loving Our Volunteers Award	
Community Business Award	
Thinking Differently Award	

Contact Information for individual / group / organisation / business nominated

First name	
Surname	
Team / Organisation / Business name (if applicable)	
Postal address including Post code	
Email address	
Telephone number (daytime)	

Reason for the Nomination

This is your chance to really show us how fantastic the person, group or organisation is! In this section you need to tell us why you think the individual, group or organisation you are nominating should receive this award. We encourage inspirational and emotive comments. The judges will make their decision on the information you provide. Please note that if successful, the words could be used at the award ceremony.

When writing your submission, please provide at least two examples with some explanation about how your nominee meets the criteria for the award you're nominating them for, and consider the following:

- What does your nominee do?
- Which organisation (s) does your nominee volunteer for?
- Who benefits from your nominee's voluntary work?
- What has the impact been of your nominee's contribution?
- If applicable, how long has your nominee been volunteering?
- Where does the volunteering take place?

Please write a minimum of 100 words, up to a maximum of 500 words

Please add separate additional sheet if required

Contact details of Nominator

First name	
Surname	
Role / Job Title (if applicable)	
Organisation / Business name (if applicable)	
Postal address including Post code	
Email address	
Telephone number (daytime)	
Relationship to nominee	

Thank you for taking the time to complete and submit a nomination for the Portsmouth Inspiring Volunteer Awards 2018. Finally we would like to know where you heard about the awards

Where did you hear about the Portsmouth Inspiring Volunteer Awards 2018?

Please tick one

Portsmouth Together website	
Portsmouth Together Newsletter	
Other newsletter	
Social media (i.e. Facebook / Twitter / Instagram)	
Direct email / message	
Word of mouth	
Newspaper	
Radio	
Poster / leaflet	
Previously nominated	
Other (please state:)	

Please either email the completed nomination form to
volunteer@portsmouthcc.gov.uk

Or post to:

Portsmouth Inspiring Volunteer Awards
Portsmouth Together
Central Library
Guildhall Walk
Portsmouth PO1 2DZ

Please remember that you can complete nomination form online at
<https://goo.gl/forms/wVMLqtz0yczy5dSu2>