



## **Mayor of Bournemouth Volunteer's Awards - Award Guidelines**

The Mayor's Awards are to recognise the invaluable contribution that volunteers make toward the Borough of Bournemouth and its residents. The deadline for applications is 31<sup>st</sup> March 2017. To ensure that your nomination is eligible, please follow these guidelines:

- These Awards are open to individuals and Volunteer Groups who volunteer within the Borough of Bournemouth.
- Volunteering involves providing help and support for people or for the environment without receiving payment.
- Canvassing of Councillors is not permitted at any time.
- One side of an A4 sheet of paper can be used to support your nomination. This can be sent to the Mayor's PA, or emailed using the contact details provided.
- To be eligible for the Young Person's Award the nominee must be under 18 years old.

### **Judging and Presentation**

The judges for the awards will be made up of a panel of individuals who are involved in community work in Bournemouth. This will be chaired by the Mayor of Bournemouth. Presentations will be made to the winners who have demonstrated an invaluable contribution to Bournemouth. The winners will be announced and presented with a certificate and a cup - to be held for one year only - on the evening of 16th May 2017.

### **Hints and tips for completing the nomination form**

- Please ensure that you complete the form with sufficient information on what kind of volunteering the nominee has done
- Give explanations, quotes, factors or figures to support your points and opinions.
- Clearly define the impact that the nominees volunteering has had on the community or individual.
- Get someone else to read the form and ask for feedback before you submit it.
- Keep within the word limit.
- Thank you for nominating a Volunteer/Volunteer Group.

We will be in touch with you shortly to confirm your application. If you have any questions, please do not hesitate to get in touch.

Hazel Randall, The Mayor's PA

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