



VOLUNTEER OF THE YEAR STATE AWARD

Nomination Guide





NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

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NATIONAL AWARDS FOR EXCELLENCE IN FUNDRAISING

About the Award

The FIA Awards for Excellence in Fundraising are a key component of Fundraising Institute Australia's commitment to champion best practice in fundraising.

The Awards recognise the outstanding initiatives and innovative efforts of fundraisers, volunteers and organisations. They celebrate the hard work and successes across the year, provide an opportunity for acknowledgement by your peers, and promote the role of fundraising in improving our society.

Volunteer of the Year

This award acknowledges the significant and highly valued contribution to the fundraising profession made by volunteers. This award honours a volunteer who has assisted through their efforts and dedication of time to an organisation and fundraising cause.

A winner will be selected from each state and will be announced as the Volunteer of the Year for that state. The winner from each state will go through to the national judging level to determine the FIA National Volunteer of the Year.

Award Requirements

- The nominator must be a member of FIA who has held a current full individual or organisational membership for a 12 month period.
- The volunteer was involved with a campaign or organisation within the past 18 months.
- The nominee must have made a significant contribution to the sector.

How to Enter:

Step 1: Complete Submission form (*please see link below*)

Step 2: Complete Metrics (*only needed for organisation awards categories*)

Step 3: Click [here](#) to submit online nomination form, and upload submission with supporting documents.

Nomination Form

You will need to fill in the following [submission form](#).

Please see the next page for a list of information you will need to prepare and questions you will need to answer in order to complete the nomination form. All questions listed require answers.

The cost to submit your nomination is \$100 inc gst.



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Applications close on Monday 10 September, 2018.

Need help?

If you need assistance with your nomination, please contact FIA on 1300 889 670, or email training@fia.org.au

Nomination Form Questions

NOMINATOR'S CONTACT DETAILS

- Nominator First Name
- Nominator Last Name
- Nominator Position
- Nominator Organisation
- Nominator Phone:
- Nominator Email Address
- Membership Status

YOUR ORGANISATIONS DETAILS

- Full name of CEO/Financial Controller or equivalent of the organisation who approves this submission
- Position
- Organisation
- Phone number and email address

REFEREE DETAILS

- Name
- Position
- Organisation
- Phone
- Email Address

Referees will be contacted at the discretion of the judges.

NOMINATED VOLUNTEER DETAILS

- Full name
- Nominee's state (for state judging purposes)
- Length of service as a volunteer to your organisation
- Name of the organisation to which the volunteer contributes



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- **Volunteers Profile**
Include a brief biography along with a list of volunteer activities undertaken in the recent years. Please note this information may appear in the final awards publication for winning entries.
Points available 20/100
- **Volunteers key involvement – Organisation’s cause**
Provide a brief description of the volunteer’s key involvement with the Organisation's cause.
Points available 25/100
- **Volunteers key involvement – Fundraising activities**
Provide a brief description of the volunteer’s key involvement with the organisations fundraising activities/campaign.
Points available 15/100
- **Summary of award nomination**
Provide a summary of the award nomination, including why the nominee should win this award. Include examples of how the nominee has contributed to your Organisation’s cause.
Points available 20/100

SUPPORTING DOCUMENTS

- A **referral letter** from the nominees referee (CEO or equivalent) detailed above.
Points available 20/100
- A maximum of three pieces of supporting material for your submission.
- A video, audio, Powerpoint presentation or other media suitable for showing at the FIA Conference Gala Awards Dinner. This could be one of the three pieces of supporting material or an additional piece.
- The logo of the organisation the nominee represents (high res EPS or JPG minimum 600dpi).
- At least two images suitable for the 2019 Awards publication.

Please note that these materials may be used in Powerpoint presentations and other published materials related to the Awards. FIA reserves the right to reproduce entries in all FIA publications and in other promotional materials, including the FIA website and media releases.



Terms and Conditions of Entry

1. Organisations submitting an entry must employ at least one current individual member of FIA (minimum MFIA). Alternatively, the submitting organisation or consultancy must be an organisational member of FIA.
2. If the entry is being submitted by a consultant the CEO/Financial Controller/or equivalent of the submitting charity must endorse the entry form.
3. Payment of the entry fee must be made before a submission is considered complete.
4. No alterations to entries will be permitted after the closing date.
5. Entries will not be accepted unless they are complete and submitted according to guidelines.
6. FIA reserves the right to use any/all submission material entered for promotion of the Awards. FIA may use aggregated data for purposes of research on fundraising benchmarks.
7. Under no circumstances shall FIA be held responsible for the payment of any royalties or other charges for the use of materials provided in support of the awards. All entries become the property of the FIA on submission.
8. Judges reserve the right to withhold awards at their discretion if entries received are not meritorious. The decision of the judges will be final and no correspondence will be entered into. FIA accepts no responsibility or liability for any loss of commercial privilege or any other thing which constitutes loss or damage as a result of an entry in the FIA Awards for Excellence in Fundraising.