



Youth Work Ireland

VOLUNTEER ACHIEVEMENT AWARDS 2011 GUIDELINES FOR COMPLETING NOMINATION FORM

The following is a step-by-step guide for completing each section of the Nomination Form. Please read carefully before you begin filling in the form.

NOTE

1. The details contained in the form should relate to the nominee's services as a volunteer within their Local Youth Service only.
2. All sections of the nomination form must be completed
3. Nomination forms must reach National Office on or before **Friday 17th June 2011**

SECTION 1

Category

Please indicate the category for which the person is being nominated. This is a very important section of the form and **must** be completed

Local Youth Service – The name of the local youth service to which the nominee is affiliated.

Youth Club/Project – The name of the Youth Club or project at which the nominee is based.

Contact Person – The name of LYS staff person designated to act as a contact for the VAA.

Nominee

The name, address, date of birth, age and telephone number of the nominee.

Period of Service as Volunteer – All periods of service (continuous/broken should be given).

Details of Training completed/In Progress – Title of course(s), dates undertaken, course provider and accrediting body (if any).

Length of service of nominee – this section is important to verify nominees' eligibility.

Profile of Nominee's Volunteer Work

Specific area of Involvement – Provide as much information as possible regarding the areas in which the nominee has been involved (e.g. Youth Club/Project, Information, Committees, Special Projects etc – See examples under category headings in brochure).

Background Details of Area of Involvement – Describe how the nominee progressed to this role (i.e. particular interest, skills and abilities, experience etc).

Role/Responsibilities – Outline the nominees key functions and tasks (e.g. Club Leader, Training, LYS Committee Member, Development).

Achievement of Nominee

Outline particular achievements of the nominee in the context of their work within the Local Youth Service.

Signature – The nominator should sign here.

Section 2

This section **must** be completed in full and signed by the person designated as the Volunteer Achievement Awards contact person within the Local Youth Service.

Nominations not endorsed by the Local Youth Service will not be accepted. A checklist has been provided to ensure all aspects of the form are completed correctly.