**CARO Volunteering Awards - Conditions of Award**

The University of Nottingham wishes to recognise volunteers who have shown outstanding commitment to the University.

The Volunteer Awards are for volunteers from any University of Nottingham campus living throughout the world who have made outstanding contributions to the University and its community, and have shown exceptional dedication, creativity and leadership. The Awards are a celebration of people who volunteer for the University and a demonstration of what can be achieved as a result.

**Awards**

a) In each academic year there shall normally be four categories of award. Entrants are encouraged from all University of Nottingham campuses:

- **Alumni Volunteer of the Year**
  To recognise an alumnus or alumna of the University of Nottingham who has gone above and beyond the expected role of a volunteer. It will be awarded to someone who has contributed to the University or the student experience with outstanding enthusiasm and commitment, who has inspired others or who has acted as an ambassador to promote the University and its values.

- **Community Volunteer of the Year**
  To recognise the sustained commitment and outstanding enthusiasm of a volunteer who is not a student, staff or alumnus. They will have gone above and beyond their expected role, and will be an inspiration in their dedication to their contributions to the University.

- **Longstanding Volunteer Award**
  This award will recognise individuals who have shown sustained and substantial commitment to the University for a period of at least four years. We would expect that more than one person will be eligible for this award. This can include any years an alumnus may have volunteered as a student in a similar role (i.e. student ambassador to international recruitment volunteer).

- **The University of Nottingham Volunteer of the Year**
  This will be awarded to an exceptionally committed and enthusiastic individual whose significant contribution to the University has led them to win one of the categories above, and who deserves recognition as the overall volunteer of the year.

b) Other categories of award may be introduced by the Selection Panel in conjunction with CARO at a later date.

c) If there are no nominees considered of sufficient merit in any or all of the categories in any year, the Selection Panel may choose not to make an award.

d) In the event of a successful nominee declining to accept the award the Selection Panel may choose, but is not obliged, to offer a further award.

e) If there is more than one exceptional nomination in a category the Selection Panel can choose to give more than one award.
Eligibility

Nominations for ‘The University of Nottingham Volunteer of the Year Award’ and ‘Longstanding Volunteer Award’ are open to anyone, alumnus or member of the community, who gives their time to the University.

Members of the Selection Panel shall not be eligible for nomination for an award while serving on the Panel. The Selection Panel will not make any posthumous awards.

Should an international winner win an award we would hope they could film a ‘Sorry I can’t be there video’ and accept the award officially when in the UK or when a UNUK member of staff is travelling.

Selection Panel

The selection panel shall consist of:

- 2 staff members who manage volunteers (Volunteer Task Managers)
- 1 representative of the Student Volunteer Centre (SVC)
- 1 representative of the Advancement Strategy Group (ASG)
- 1 representative from the Students’ Union Sabbatical Officers
- 1 Senior Volunteer
- 1 representative from Global Engagement/International Recruitment

The selection Panel will reach agreement on the winners in each category. CARO will then inform the winner. The selection process is confidential and the decisions of the Selection Panel are final. The University of Nottingham will not enter into discussions on the panel’s decisions. All unsuccessful nominations can be resubmitted for consideration in future years.

Nomination process

a) The nominator and seconder must be either a member of staff or a student at The University of Nottingham.

b) The nominator must complete the appropriate nomination form available from the Giving Time workspace.

c) The nominator must provide a statement of no more than 500 words describing the qualities and contributions that make the nominee a worthy recipient of an award. These statements should demonstrate how the nominee’s contribution has made a difference to the University and its community, why they are worthy of special recognition, and emphasising any of the following:
   - Leadership and ability to motivate others
   - Innovation and implementation of new ideas
   - Creativity
   - Dedication

The nomination must be confidential and the nominee should not be told that they have put forward for an award. Although the information you provide will be treated as confidential, parts may be used in the citation given for each award winner at the award presentation and any publications.
Submission details and closing date

Please send the nomination form and supporting documents to givingtime@nottingham.ac.uk

Nominations open on 1 June 2018. The closing date for nominations and all supporting documents is 17 August 2018. Any nomination received after this time will not be considered.