

The Chair's Community Awards 2017/2018

*Recognising the positive contributions made within the local community,
and inspiring others to get involved.*

Guidance notes

1. About the Awards

The Chair's Community Awards 2017/18 will recognise volunteers, community leaders, and businesses that make a positive contribution to the local community, putting people first and inspiring others to get involved. The Awards contribute to the Council's vision to make 'Bath and North East Somerset an even better place to live, work and visit'. The Awards are organised in partnership with the Volunteer Centre Bath and Beyond, CURO, the Student Community Partnership, Sirona Care and Health and Virgin Care.

2. Categories

There are two categories in the Community Awards: Volunteering and Business – and further sub-categories under Volunteering. Please read the guidance notes carefully.

Category 1 – Volunteering Awards

1a Volunteer of the Year / Young Volunteer of the Year (25 and Under)

This Award will recognise a volunteer who has shown the most outstanding contribution to the community. Examples include: an individual who has given time to support an organisation either as a trustee or board member; running a club or group; helping run a community facility or helping out with running a group or activity

Qualities that may describe your nominee: passionate, selfless, inspiring, enthusiastic, generous, dedicated, positive, role model, patient.

The nominee is not required to be a resident of Bath and North East Somerset although their voluntary work has to benefit residents of the area.

1.b. Volunteer Leader of the Year / Young Volunteer Leader of the Year (25 and Under)

This Award will recognise the volunteer leader (e.g. Volunteer Co-ordinator, paid or unpaid) who has shown outstanding leadership and initiative. Examples include: a chair of a group; a parish or ward councillor, a volunteer that has inspired others to volunteer and get involved; a paid employee who co-ordinates the activities of volunteers.

Qualities that may describe your nominee: forward thinking, visionary, talented, energetic, influential, good humoured, confident, friendly.

The nominee is not required to be a resident of Bath and North East Somerset although their voluntary work has to benefit residents of the area.

1c. Volunteer Team or Young Volunteer Team (25 and Under)

This Award will recognise the team which has made an outstanding positive contribution to the community. Examples include: a team of volunteers such as a management committee or board of trustees; or a team of community or voluntary organisations; where their main aims are to benefit the local community.

Qualities that may describe your nominees: positive energy force, incredibly committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring.

The team is not required to live in Bath and North East Somerset, however their activities must benefit residents of the area. At least 75% of the Young Volunteer Team must be 25 and under.

1d. Good Neighbour or Neighbourhood Team of the Year / Young Neighbour or Young Neighbourhood Team of the Year

This Award will recognise a local resident or a team of residents who have made the most positive contribution to their local neighbourhood. Examples include: helping an elderly neighbour with their shopping or driving them to hospital appointments or a team of residents undertaking a litter pick or clean-up day.

Qualities that may describe your nominee/s: trusted, diplomatic, kind, generous, tireless worker, well-respected, passionate, kind, appreciative.

The nominee or team must be residents of Bath and North East Somerset. At least 75% of the Young Volunteer Team must be 25 and under.

1d. Carer of the Year / Young Carer of the Year

This Award will recognise an individual who has looked after a family member or friend in their home. This is an opportunity to highlight and reward individuals who support and care for vulnerable children and adults every day across Bath and North East Somerset.

Qualities that may describe your nominee/s: caring, kind, patient, generous, hard-working, compassionate, inspiring, selfless, dedicated.

The nominee is not required to be a resident of Bath and North East Somerset although they must support an individual who lives in the area.

1e. The Peter Duppa-Miller Lifetime Achievement

This Award will recognise those volunteers who have given long service to community life. Examples include: a volunteer or community leader who has served in their local community in a variety of roles for 10 years or more, this can include a parish or ward councillor.

Qualities that may describe your nominee: *devoted, unselfish, stalwart, dedicated, energetic, passionate, good humoured, inspiring, skilled, inspirational.*

The nominee is not required to be a resident of Bath and North East Somerset although their voluntary work has to benefit residents of the area.

Category 2 – Business in the Community Award

This award will recognise a socially responsible business which actively supports their local community. The nomination can also be for an employee of a socially responsible business, who has co-ordinated fundraising campaigns, undertaken volunteering as part of personal development or skills exchanges or supported local community causes.

Other examples include: implementing an employee volunteering programme; sharing skills and knowledge eg mentoring, business planning etc; fundraising campaigns; financial giving or donation of other resources eg equipment.

Qualities that may describe your nominees: *committed, hard-working, inclusive, enthusiastic, compassionate, experienced, talented, inspiring.*

The business is not required to be located within Bath and North East Somerset, although their community support must benefit the residents of the area.

If your nomination is for a volunteer, team or carer, who is aged 25 and under, please confirm that they were born on or later than 1992 at the time of submitting your nomination form.

The Chair's "Special Award"

The Chair will identify one or more individuals or groups from the nominations received to present a 'Special Award'.

3. How to nominate?

a. Eligibility

The Awards will be given to those individuals that contribute towards activities and services within Bath and North East Somerset.

The Chair encourages nominations from businesses, charities, voluntary or community organisations and individuals within the authority area. However, we may accept nominations from individuals or organisations that are registered outside of the authority area but their community work must benefit residents of Bath and North East Somerset. Please see above individual categories for eligibility.

A word limit of 600 words is now applied to all nominations. Please do not send any additional information as this will not be considered. Nominations received after the deadline date may not be accepted. This will be at the discretion of the Chair's Office.

The information provided in the nomination form will be used at the Awards evening and in further publicity about the Awards. Please ensure the information you provide is a true and accurate summary of the volunteer, team or business. Please ensure that your nominee is aware of the nomination.

b. About the nomination

Nomination forms must be completed in full providing the following details;

- Name and contact details of the person nominating the volunteer
- Name and contact details of the volunteer. If under 18 please ensure the name of a parent or guardian is supplied.
- Information about what they have done to deserve the nomination
- One category only that applies to the nomination.

Nomination forms can be obtained from:

- Council's Website, www.bathnes.gov.uk/CommunityAwards
- By email to: strategy_performance@bathnes.gov.uk
- In writing to: The Chair's Community Awards, c/o The Chair's Office, Bath & North East Somerset Council, The Guildhall, High Street, Bath BA1 5AW

c. Who can make nominations?

Local residents, council staff, councillors, businesses, organisations and groups, teachers, volunteers.

d. Deadline

Nomination forms must be returned by no later than **Friday 1st December 2017.** Forms must be sent to the following address and clearly marked "**The Chair's Community Awards 2017/18**":

e. What happens next

You will receive acknowledgement of your nomination once the Chair's office has registered the nomination details. You will not be contacted again until after the nomination deadline.

During December you and your nominee will receive an invitation to the Awards Ceremony. Please do let us know whether you will be attending the event.

f. The Awards

Everyone nominated for an Award will be presented with a Certificate in recognition of their contribution to community work. The winners of each category will receive a Certificate and Award presented by the Chair of the Council at an Awards Ceremony held on **8th February 2018 in the Banqueting Room, at the Guildhall in Bath.**