

## **Best Friend Awards Criteria**

Best Friend Awards are given to volunteers who are regarded by members of the nominating group as making an outstanding contribution through exceptional dedication as a Friend. Nominally, no more than five awards will be given each year, but the judging panel may make a special case for additional awards in the event of a large number of exceptional candidates being nominated. All nominations will be assessed by the judging panel according to the criteria listed below. Nominations should demonstrate that the nominee meets these criteria and/or those they consider make them an exceptional Friend.

### **Criteria**

The nominee will have made an outstanding contribution under some or all of the following criteria or equivalent activities:

- Formed strong relationships and partnerships for the benefit of the reserve\*
- Attracted funding for the benefit of the reserve
- Shown personal dedication – ‘the above and beyond’ factor
- Introduced young people to the reserve as a means of planning for succession
- Made a personal impact through major improvement to the reserve

*\*Note: The term ‘reserve’ can also refer to species, waterway or cultural heritage. It is used generically to refer to the purpose of the group.*

### **Number of nominees**

While it is anticipated that there will be only one nominee per group, in some circumstances it is recognised that more than one volunteer may have made an outstanding contribution to delivering a specific project or to enabling the group to fulfil its long-term purpose. In this case, more than one nominee per group will be considered.

### **Length of service**

It is expected that all nominees will have had regular honorary involvement in the work of the group over a period of **at least 10 years**. In cases where a nominee’s continuous service has taken place with different Friends groups, they can still be eligible provided the nomination is supported by referee reports from each of the relevant groups.

### **Referees**

All nominations must include three **written** references, including from the agency land manager where applicable. As previously stated, in the event of a nominee’s service taking place with different Friend’s groups, referee reports must be sought from each of the relevant groups.

### **Deadline for submission of nominations**

Nominations should be sent to: Best Friend Award, VEFN, c/- VNPA Office, 60 Leicester Street, Carlton 3053 or email: [friendsvic@hotmail.com](mailto:friendsvic@hotmail.com) with full supporting documentation.

**Nominations with all supporting documentation must be received by 5 pm on 26/07/2017. Late nominations will not be accepted.**

## Best Friend Award – Nomination Form

**Nominee:**

<b>Name:</b>	
<b>Address:</b>	

**Nominating Friends Group:**

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**Group Contact:**

<b>Name:</b>	
<b>Address:</b>	
<b>Phone:</b>	
<b>Email:</b>	

**Date nominee became active in the group:**

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**Nominee's involvement in the group:** *(What role does the nominee fulfil?)*

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**Nominee's contribution to the group:** *(Describe the nominee's achievements)*

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**Any special considerations:**

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**Referees:**

All nominations must include three written references, including from the agency land manager, where applicable. Please include contact details for each referee.

<b>Name &amp; Position:</b>	
<b>Phone &amp; Email:</b>	

<b>Name &amp; Position:</b>	
<b>Phone &amp; Email:</b>	

<b>Name &amp; Position:</b>	
<b>Phone &amp; Email:</b>	

**Signed:**

**Date:**

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**Send nomination form and all accompanying documentation to:**

**Best Friend Award, VEFN**

**c/- VNPA Office, 60 Leicester Street, Carlton, Vic 3053**

**or by email to: [friendsvic@hotmail.com](mailto:friendsvic@hotmail.com)**

**Nominations with accompanying documentation must be received no later than  
5 pm on Wednesday 26<sup>th</sup> July 2017**

**Late nominations will not be accepted.**