

VEFN Best Friend Awards 2018: Selection Criteria & Nomination Form



Selection 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. Usually, 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:

- Form strong relationships and partnerships for the benefit of the reserve*
- Attract funding for the benefit of the reserve
- Show personal dedication – ‘the above and beyond’ factor
- Introduce young people to the reserve as a means of planning for succession
- Make a personal impact on the establishment of major improvements in 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. The nominee must be a paid-up member of the nominating group. The nomination form must be completed and signed by an office bearer or recognised representative of the nominating Friends group.

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 the Friends group works with an agency or state or local government. 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.

Recent Photo

A recent photo of the nominee, preferably working in the field, should be included with the nomination.

Successful Nominees

In the event of a nominee receiving a Best Friend Award, any money that may be attached to the award will be paid to the nominating Friends group for the group to decide on how the funds will be spent.

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 with fully supporting documentation.

Nominations with all supporting documentation must be received by 5 pm on Wednesday 4th July 2018. Late nominations will not be accepted.

**VEFN Best Friend Awards 2018:
Nomination Form**



Nominee:

Name:	
Address:	

Nominating Friends Group:

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Group Contact:

Name:	
Address:	
Phone:	
Email:	

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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Please outline 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.

Name & Position:	
Phone & Email:	

Name & Position:	
Phone & Email:	

Name & Position:	
Phone & Email:	

Photo/s attached: Please include title, date and brief description.

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

Nominations with accompanying documentation must be received no later than 5 pm on Wednesday 4th July 2018.

Late nominations will not be accepted.