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| Volunteer Awards |
| Entry tips and advice |
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* Ensure you understand the criteria the judges’ will be scoring on as outlined in the entry form.
* Be mindful of team work and acknowledge collaboration.
* Use simple English and, if you must use jargon or acronyms, give a definition at first use.
* Ensure you spell check and keep to the word limit and specifications in the entry form.
* Be clear about the different categories and which category your entry is best suited to.
* Entries are best written and much more interesting to read when written in an active voice. Writing in the active voice means constructing sentences where the subject ‘acts’. For example, every Wednesday Ben arrived at the hospital to volunteer or Ben always put his hand up to help out when needed.
* Ask a colleague or a friend to read and edit your entry before submitting it. This will help ensure it reads well, is grammatically correct, and highlights the important information.
* Judges want to be inspired by what they read. A good exercise to perform is to pretend you are telling the judge in person why you would nominate your colleague/friend. What makes them special in their work? All good stories contain elements of who, what, where, when, why and how.
* Think strategically. Look at the impact your nominee(s) has had as part of a greater team and organisation. By relating it to the bigger picture you show their work has more reach than just doing their job.
* Ensure you have the permission of the nominee(s) to have their photograph and information published in a booklet should they make the finals of any award.
* Winning entries demonstrate outstanding ongoing engagement and experiences with the community.
* Winning entries demonstrate that the team or individual has gone ‘above and beyond’ the average volunteer. Their work/volunteering is supposed to be inspiring to the community and to Victorians.

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