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Description automatically generated with medium confidence

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| Volunteer Awards |
| **Entry preparation form** |

This form is designed to help you prepare your entry and assess your word count prior to submission. All entries must be submitted through the [online awards portal](https://healthcareawards.awardsplatform.com/) <https://healthcareawards.awardsplatform.com>. **Do not upload this document directly during the submission process.**

**Word count**

The total word count for your entire entry must not exceed 1750.

The online nomination portal has been set with the following maximum words per criteria to give you some flexibility in how you use the word count across your entry:

Criteria topics with a weight score of 1 will have a maximum word count of 400

Criteria topics with a weight score of 2 will have a maximum word count of 600

Criteria topics with a weight score of 3 will have a maximum word count of 800

**Supporting materials may be supplied as follows:**

1. Maximum file size is 5MB per piece.
2. The following file types will be accepted as attachments: Word, Excel, pdf, jpeg or ppt.
3. One supporting document (maximum of 3 single-sided A4 pages) consisting of letters of support or evidence of achievements can be submitted with the nomination form. Letters of support can also include the consumer's perspective. If you provide more than 3 single-sided pages the additional pages will be deleted.
4. Provide website URLs to a publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.

Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

## Entry

Fill in your entry details below.

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| **About the nominee/team** |  |
| **Reason for nomination** |  |
| **Benefits to the community** |  |
| **Innovation and excellence** |  |
| **Summary**  **(Not scored)** | Here we’re asking for a very short summary of your entry, to be used for promotional purposes, should you become a finalist.   * In a few sentences, tell us about the volunteer team and the impact they have had on health outcomes for Victorians? |

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