



MINISTRY OF EAST AFRICAN COMMUNITY, LABOUR
AND SOCIAL PROTECTION



VOLUNTEER OF THE YEAR AWARDS 2017

Nomination Form - Information for Nominators

The Volunteer of the Year Award is an annual program re-launched by The Ministry of East African Community, Labour and Social Protection in partnership with Volunteer Involving Organizations Society to recognise the outstanding efforts of Volunteers in Kenya, who contribute 3.7 % of the National Gross Product, and to promote the importance of volunteering to the community.

Thank you for taking the time to nominate an individual or team in the 2017 Volunteer of the Year Awards!

Before you get started on the nomination form, please read the following information to ensure that you have all of the necessary details to complete the form.

Nominations

All nominations **MUST** be completed and submitted by email to: coordinator@viosociety.org and copied to abdulmalikg@yahoo.co.uk, fpsadia@yahoo.com and waruingeh@yahoo.com by close of business on **Tuesday 28 November, 2017**. Nominations may also be submitted in hard copy and deposited at the offices of National Volunteer Secretariat, 13th Floor, NSSF Building, Block A by the same date.

The 2017 Nomination Form consists of six parts, all of which must be completed for the nomination to be accepted by the Judging Committee.

Part 1: Nominee's Permission

All nominators must have permission by the person or team you are nominating to disclose their personal information as part of their entry in the 2017 Volunteer of the Year Awards. The nominee is required to understand that by this nomination form being submitted, their image and story may be used publicly by The Centre for Volunteering to promote the Awards program.

Part 2: Award Category

Nominators must select which of the following categories is appropriate for their nominee based on the following criteria:

Category A: Individual Award Category

1. Volunteer of the Year Award

1. A Kenyan national who is 25 years old and above
2. Giving his/her time and skills as a volunteer in a community, a community organization or in an organization working with volunteers
3. Served for a minimum of 3 years
4. His/her volunteer service has made a difference in the community

2. Youth Volunteer of the Year Award

1. A young person between the age of 12-24years
2. Giving their time and skills as a volunteer in a community or a community Organization or an Organization working with Volunteers
3. Having served a minimum of 1 year
4. His/her volunteer service has made a difference in the community

3. International Volunteer of the Year Award.

1. A non-Kenyan volunteering in Kenya in a community based organization
2. Served in that community/organization for a minimum of 1 year
3. His/her volunteering service has made a difference in the community

Category B: Organizations and Corporate Category

1. Volunteer Involving Organization of the Year Award

1. A community based organization (CBO), Faith Based Organization(FBO), Non-Governmental Organization (NGO) or any other civil society organization
2. Works in development with and through volunteers
3. Its work through volunteers has made a difference in the community

2. Corporate Employee Volunteering Scheme of the Year Award

1. A company operating in Kenya with an employee volunteering scheme, or has a structure that allows its employees to volunteer in community development initiatives
2. The employee activities have made a difference to the community

Category C: Learning Institution Category

1. Tertiary Institution Volunteer Programme of the Year Award

1. A learning institution i.e. polytechnic, college, university
2. Has a programme that allows its students to give their time and skills to community development initiatives
3. The students' volunteer service has made a difference in the community

2. Secondary Schools Volunteer Programme of the Year Award

1. A school in Kenya providing secondary education
2. Has a programme that allows its students to give their time and skills to community development initiatives
3. The students' volunteer service has made a difference in the community

NB. There will be a special mention of contribution made by the group of students within the institution that enabled recognition to the institution.

3. Primary Schools Volunteer Programme of the Year Award

1. A school in Kenya providing primary education
2. Has a programme that allows its students to give their time and skills to community development initiatives
3. The students' volunteer service has made a difference in the community

NB. There will be a special mention of contribution made by the group of students within the institution that enabled recognition to the institution.

Category D: Government Ministries Category

Recognize the efforts by a Government Ministry that uses volunteers in a structured manner to advance its programmes and activities.

Category E: Special Category

Special Award: Peace and Reconciliation Volunteer of the Year Award

1. A Citizen of Kenya aged 18 years and above.
2. Has been involved in peace and reconciliation initiatives in a community through volunteering for the last 3 years.
3. Continues to give his/her time and skills to promote peace and reconciliation efforts in the community
4. Has made an impact in the community

Category F: Volunteer Lifetime Achievement Award (VLAA)

This is a recognition conferred to an individual volunteer who is a Kenyan citizen or a Kenyan Volunteer Organization or a local chapter organization of a foreign volunteer organization serving in Kenya that:

1. Has been engaged in consistent volunteering activities for at least twenty-five (25) years;
2. Has attained national status and recognition in the field of volunteerism;
3. Has been a recipient of national and international recognition/awards;
4. Plays a significant role/contribution in promoting volunteerism and possesses the capability to mobilize others to support volunteer causes; and serves as a role model through a positive representation of volunteerism as a development resource.

Part 3: Nominee

Nominators must provide the nominee's details:

- Title (Mr/Miss/Mrs/Dr/Prof etc)
- Full names (First Name, Given Name and Surname)
- Email Address
- Residential Address
- Phone Number
- Organisation (where the nominee volunteers)
- Organisation Address
- Organisation Phone Number
- Nominee's Age

NOTE: If you are nominating in one of the Team categories, you are also required to provide the following details:

- Nominee Team Name
- Number of Volunteers within the Team

Part 4: Nominator

Nominators must provide their own details:

- Title (Mr/Miss/Mrs/Dr/Prof etc)
- Full names (First Name, Given Name and Surname)
- Email Address
- Residential Address
- Phone Number
- Organisation (if applicable)

Part 5: Nominee's Work

Nominators should provide a comprehensive outline of the nominee's work in this section. Each question allows for a response of no more than 500 words.

1. What problem has the applicant identified within their community and how has he/she confronted it?

The Volunteer of the Year Award winners understand the issues facing the community they live in, have a thorough knowledge of the problem they are addressing and have designed clear and measurable methods to combat this problem.

2. How passionate and committed is the applicant to empowering the community in which s/he works?

Award winners have made significant long-term commitments to improving the lives of others in one of the five tracks of Health, Education, Sustainable Peace, Environment and Youth Entrepreneurship.

3. What long-term and respectful relationships has the applicant cultivated within his/her community?

Award winners are trusted and well-respected members of their communities and have worked hard to build and leverage long-term relationships by empowering and partnering with other community members.

4. How can the applicant demonstrate that s/he has directly and individually powered the success of his/her work?

Award winners are the creators of programs and/or leading activists/advocates. Their involvement/leadership is integral to the success of their program/cause.

5. How has the applicant extensively and tangibly improved the lives of others?

Award winners have already created a substantial impact and tangibly improved the lives of others in measurable, concrete ways.

6. How has the applicant generated great awareness of his/her issue or cause?

Winners exhibit excellent communication skills, which they use to motivate and mobilize community members, promote their programs, and develop relationships with media, government, universities, other not-for-profits, individuals & funders.

7. What is the long-term vision for the growth and sustainability of his/her work?

Award winners have a clear growth plan for their work that ensures sustainability and continued impact.

8. How can the applicant show his/her confidence and enthusiasm about being a leader?
9. Tell us about the benefits to the community/ beneficiaries of the nominee's work (what the nominee achieves through their work).
10. Tell us about any other important aspects of the nominee's work, such as obstacles overcome; innovation; initiative; dedication; broader benefits of the work etc.

Part 6: Recommendations

Each nominee must have 2 recommendation letters from a beneficiary, community leader, supervisor, or partner. Letters from family members will not be accepted. The nominee and the nominator (you) cannot give recommendations. Details required for each referee are:

- Title
- First Name
- Last Name
- Residential Address
- Phone Number
- Email Address

If you have any questions during the nomination process, please contact the Awards team on coordinator@viosociety.org.