



# Volunteer Recognition Nomination Form

Nominations can be made at any time throughout the year.

---

**NOMINEE** (If a group nomination, please list key contact person for the group)

|                                                    |  |                      |  |
|----------------------------------------------------|--|----------------------|--|
| <b>Name</b>                                        |  |                      |  |
| <b>Committee,<br/>Group or<br/>Council Service</b> |  |                      |  |
| <b>Address</b>                                     |  |                      |  |
| <b>Email address</b>                               |  |                      |  |
| <b>Phone number</b>                                |  | <b>Mobile number</b> |  |

**NOMINATOR**

I / We wish to nominate the above for Volunteer Recognition from Port Stephens Council.

|                                                    |              |                      |  |
|----------------------------------------------------|--------------|----------------------|--|
| <b>Name</b>                                        |              |                      |  |
| <b>Committee,<br/>Group or Council<br/>Service</b> |              |                      |  |
| <b>Address</b>                                     |              |                      |  |
| <b>Email address</b>                               |              |                      |  |
| <b>Phone number</b>                                |              | <b>Mobile number</b> |  |
| <b>Signed</b>                                      | <b>Date:</b> |                      |  |

Is the Nominee aware of this Nomination?

☐ Yes      ☐ No



## Supporting Information

The following questions can be used as a prompt for providing information about the nominee.

**In what part of Council does the nominee volunteer?**

---

---

**How long have they been a Council volunteer?**

---

**Why are you nominating this volunteer, committee/group and/or project?**

(eg describe outstanding service or contribution given; committee positions held; how Council and/or the community has benefited; significant project delivered; how they have gone above and beyond; excellent teamwork; high standards; personal qualities; and/or what they might feel is their greatest achievements....)

---

---

---

---

---

**What mechanism of recognition do you feel the nominee would value?**

- |                                                          |                                                    |
|----------------------------------------------------------|----------------------------------------------------|
| <input type="checkbox"/> Letter of Recognition           | <input type="checkbox"/> Recognition of Retirement |
| <input type="checkbox"/> Certificate of Recognition      | <input type="checkbox"/> Other                     |
| <input type="checkbox"/> Recognition of Years of Service |                                                    |

**Any additional information**

---

---

---

**Return form to Volunteers Coordinator**

Email      [volunteers@portstephens.nsw.gov.au](mailto:volunteers@portstephens.nsw.gov.au)  
Phone      4988 0586