|  |  |  |
| --- | --- | --- |
| EligibilityThe nominee must:* The nominee must not receive payment for the work they do, other than reimbursement of expenses, and they must meet the attached criteria
 |  **Nominee’s name** |  |
| **Nominee’s mailing address** |  |
| **Nominee’s email address** |  |
| **Nominee’s phone** |  |
| **How long has the nominee been a volunteer at Club or State Level?** |  |
| **What role or tasks has the nominee been involved in?**  |  |
| **Nominating body****Club** |  |
| **Nominating body’s contact details—Name, email address and phone****Signature of Nominating Person:** |  |

Criteria for CASA Volunteer of the Year

The table below outlines the criterion that needs to be addressed in the supporting statement template provided.

| **Category** | **%** | **Criteria** |
| --- | --- | --- |
| Administrator | 25% | Has the volunteer:* made a significant contribution to the development of administration systems and processes at a club, or state level?
* willingly shared the systems with others?
* developed systems which can be used easily by others?
* Instructed them in the use of the systems?
* encouraged others to volunteer?
 |
| Works well in teams | 25% | Is the volunteer:* enthusiastic to tasks and provide inspiration to others?
* willing to help and teach others?
* willing to listen objectively to others’ ideas?
* tolerant of others?
* able to express themselves clearly and persuasively and with consideration to others?
* keen to get things right and maintain high standards?
 |
| Growth of the sport | 30% | Has the volunteer:* made a significant contribution to the growth of participant numbers at a club, or state level through either increased retention or new enrolments?
* developed sustained systems to increase growth?
* shares strategies with other bodies to increase participation?
 |
| Event assistance | 20% | Has the volunteer:* assisted in, or led successful events or activities at a club, or State level?
* initiated or dramatically improved the operation of an event?
 |

The above criterion represents the highest qualities possible in volunteering. It is not expected that nominated volunteers will excel in all criteria.

We are looking for a volunteer who is notable in **most** criteria. The assessing panel reserves the right to seek further information on any nominee.

|  |  |
| --- | --- |
| Supporting statement—CASA Volunteer of the Year | Name of nominee: |

Please ensure you use this template or your nomination will be returned to you.

|  |  |
| --- | --- |
| **Criteria** | **Provide specific examples to support each Category** |