

Recognising your Volunteers



Government of South Australia
Department for Communities
and Social Inclusion

Date 14 May 2014

Every day volunteers across our community make a profound and positive difference to the lives of others and they deserve to have their efforts recognised and appreciated.

The aim of this fact sheet is to provide some ideas on how you can go about this – both internally or through more formal award processes.

Activities your organisation can undertake:

- simply make a point of saying “thanks” for a job well done
- provide personal references (of great value to young people seeking to improve their employability)
- organise a social gathering such as a BBQ - a fun and social way to show appreciation and help people feel valued
- develop a photo board for your volunteers in action, this provides a visible sense of appreciation and can also build a sense of team spirit
- highlight individuals or teams in publications such as internal newsletters
- provide letters of appreciation from boards or management committees on letterhead
- issue media releases to local media/suburban press on any outstanding efforts – even if it isn't published the gesture will be much appreciated
- make an extra effort for ‘special’ days/weeks, such as South Australia’s Volunteers Day, National Volunteer Week and International Volunteers Day. You could establish your own awards for these days as a prestigious way of thanking volunteers for their contribution and/or recognising length of service or special achievements
- Nominate a volunteer for the *South Australian Volunteer Certificate of Appreciation*, organisations can order certificates at any time by phoning the Office for Volunteers on 1300 014 712, or email ofv@sa.gov.au.

Formal recognition

There are many formal options available to community groups and organisations to recognise the special efforts and outstanding contributions of their volunteers. They include:

Premier’s Certificate of Recognition for Outstanding Volunteer Service

This certificate is designed to recognise and reward excellence and significant achievement. Consequently, nominations for these certificates will be assessed and awarded to a limited number of volunteers annually. Nominations for the Premier’s Certificate open at the beginning of each year.

For further information contact the Office for Volunteers by phoning 1300 014 712, or visit <http://www.ofv.sa.gov.au/volunteer-recognition/volunteer-certificate-recognition-program>

Australia Day Local Government Awards: Citizen of the Year, Young Citizen of the Year and Community Event of the Year

Funded by the Australia Day Council of South Australia and local governments through South Australia, these awards are presented to citizens, young citizens and groups who have made a noteworthy contribution in their community.

For further information, contact the Australia Day Council of SA Inc. by phoning (08) 8227 2601 or visit www.citizenoftheyear.com.au.

National Volunteer Week – Northern Volunteering SA Inc Recognition Awards

These awards are handed out during National Volunteer Week and aim to recognise the value and impact of volunteering by honouring people and programmes operating in the northern suburbs of Adelaide.

For further information contact Northern Volunteering SA Inc. by phoning (08) 8250 1582.

'Achieving through Volunteering' Awards

Each year the Southern Volunteering SA Volunteer Resource Centre takes the opportunity to highlight the efforts of outstanding volunteers in the southern suburbs who make a difference in their community.

For further information contact the Southern Volunteering SA Volunteer Resource Centre by phoning (08) 8326 0020.

Brand SA Awards

Brand SA, with the support of the Government of South Australia, promotes and celebrates success within the State each year through the South Australian of the Year and Regional Awards programs.

The Awards programs recognise excellence in a range of categories including: arts; business; community; education; sustainability; sport; tourism; and youth.

For further information, contact Advantage SA by phoning (08) 8211 8111, or visit <http://www.brandsouthaustralia.com.au/>.

The Minister for Education and Development's Award for Excellence in Languages and Culture

Awarded to a person who provides inspiration to the community through their demonstrated commitment to language and culture.

For further information, contact the Australia Day Council of SA by phoning (08) 8227 2601, or visit www.australiaday.org.au/sa/awards.aspx.

Pride of Australia Medal

Sponsored and promoted by News Limited's Adelaide Advertiser and Sunday Times, the Pride of Australia Medal includes the categories: 'Community Spirit Medal', 'Heroism Medal', and 'Fair Go Medal'.

For further information, contact the Adelaide Advertiser by phoning 1300 130 370.

Australian of the Year Awards

People who make others proud to be an Australian can be nominated for Australian of the Year in one or more of the following categories: 'Australian of the Year; Senior Australian of the Year; and Young Australian of the Year and Local Hero.

For further information, contact the National Australia Day Council by phoning (02) 6120 0600, or visit www.australianoftheyear.org.au.

Order of Australia

Since its creation in 1975, the Order of Australia has recognised 14,000 Australians for their service to Australia or to humanity more broadly.

The Order of Australia is community-based and anyone can nominate a fellow Australian for an award. There are four levels: Companion in the Order of Australia (AC); Officer in the Order of Australia (AO); Member in the Order of Australia (AM); and Medal of the Order of Australia (OAM).

For further information, visit the Honours website: www.itsanhonour.gov.au.

Australian Bravery Decorations

Acts of bravery in the Australian community happen more often than many people realise. Nominations can be submitted to the Australian Bravery Decorations Council, which makes recommendations to the Governor-General for approval of awards.

For more information, visit the Honours website: www.itsanhonour.gov.au.