**Please answer all the relevant sections on this form as fully as possible. The form should be completed in block capitals in black ink or typed.**

**Who are you nominating?**   
If it is a group or team please make sure to give us all the names and contact addresses of the volunteers you are nominating. Include an additional sheet if necessary.

|  |  |
| --- | --- |
| Name of nominee(s) |  |
| Contact address  Postcode |  |
| Contact number |  |
| Email address |  |
| Volunteer role or team role within your organisation |  |

**Please tick to confirm that the volunteer or team meets the following criteria:**

Volunteers in the Belfast City Council area

Aged 60 years or over by Friday 19 October 2018

Please tick the Award category for this nomination. Remember, youcan only nominate in one category. If you want to nominate in multiple categories, please complete additional forms.

1. Older volunteer of the year D. Good neighbour

B. Marie Mathews participation award E. Group or team

C. Making a Difference

**Who is making the nomination?**

|  |  |
| --- | --- |
| Name |  |
| Name of nominating organisation  (if relevant) |  |
| Contact address  Post code |  |
| Phone number |  |
| Email address |  |

**Please complete for individual award nominations**

1. Please tell us how this person’s volunteering fits the category you have chosen.

Tell us about:

* The work they do
* The activities they are involved in
* The qualities or skills they bring to the role. (**Maximum 150 words**)

1. Please tell us what, for you, makes this person stand out as a volunteer.

For example

* How have they gone the extra mile in their volunteer role?
* What have they done that makes a difference?
* How much time do they donate as a volunteer
* How long have they been a volunteer? (**Maximum 150 words**)

1. Please tell us about the impact or difference this person’s volunteering makes for others. Please include the impact on

* The organisation(s) or community they volunteer with
* Service users and/or
* The wider community.(**Maximum 250 words**)

**Please complete for team nominations**

1. Please tell us about the project or role your nominated team/group undertake.

Tell us about

* The work they do and
* How it contributes to the aims of the group/organisation or to the local community (**Maximum 150 words**)

1. Please tell us how this team or group of volunteers works together to carry out their role. Tell us what makes them stand out for you. For example

* Is there something extra special that comes from them working together?
* Explain what they have do that makes a difference (**Maximum 150 words**)

1. Please tell us about the impact or difference this team or group makes.

Please include the impact on

* The organisation they volunteer with
* Service users, and/or
* The wider community.(**Maximum 250 words**)

Please complete for **both** individual and team nominations

1. Is there anything else you would like to tell us in support of this nomination? This is your opportunity to tell us why this person or team deserves to be an Award winner. For example

* Does this person contribute or volunteer anywhere else?
* What makes this volunteer or team of volunteers special?
* What would happen if the volunteer/s stopped volunteering?
* How do they encourage others to get involved?

(**Maximum 250 words**)

I confirm to the best of my knowledge that the information provided on this form is correct and up to date.

Print name

Date

The closing date for nominations is **Friday 19 October 2018.**

Please return the completed form by email to [volunteering@belfastcity.gov.uk](mailto:mawhinneyt@belfastcity.gov.uk) or by post to:

Tracy Mawhinney

Belfast City Council

The Cecil Ward Building

4-10 Linenhall Street

Belfast

BT2 8BP

**Thank you for your nomination**

**Please tell us how you heard about the Age-friendly Older Volunteer Awards? (tick the relevant option)**

**Newspaper**

**So Social Media**

**R Radio**

**Poster/leaflet**

**Other, please tell us \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_**

**Privacy Notice**

Belfast City Council is the Data Controller under the General Data Protection Regulation for the personal data gathered for this project.

By completing this form, you are consensually providing your personal data and that of other persons to Belfast City Council and positively agreeing for the Council to hold and further use it. The Councilis processing the personal datafor the performance of a task carried out in the public interest and in the exercise of official authority and will use the information that you provide for the purposes of managing the Age-friendly Belfast Older Volunteer Award nominations. The Council must accept that other persons named within your document are content for their personal data to be processed.

The personal data may be shared internally within the Council with staff who are involved in the organisation and delivery of the Older Volunteer Awards. It may also be shared between internal departments with the purpose of supporting an effective delivery of service.

Your personal data will not be shared or disclosed to any other organisation without your consent except when the law places an obligation on the Council to do so.

The personal data is held and stored by the Council in a safe and secure manner and in compliance with Data Protection legislation. It is also held in line with the Council’s retention and disposal schedule.

If you have any queries regarding your personal data, its processing or you wish to withdraw your consent to the processing of it, please contact Tracy Mawhinney, Community Development Officer, City and Neighbourhood Services Department - Community Services Section, Telephone 9032 0202 Ext 3775

If you wish to contact the Council’s Data Protection Officer, please write to Belfast City Council, City Hall, Belfast, BT1 5GS or email [records@belfastcity.gov.uk](mailto:records@belfastcity.gov.uk)

Belfast City Council may wish to contact you about other volunteer opportunities or volunteer activities. If you are happy to receive this contact please indicate this by ticking the box.

If you wish future contact, please also indicate how you prefer this to be conducted

**Telephone** **Email** **Letter**

**Signature** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Print name** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Date** \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_