



WEST MIDLANDS

VOLUNTEER AWARDS 2018

# *Nomination Guidance*

We are delighted to announce that nominations for the third West Midlands Volunteer Awards are now open. The Awards are part of Ironbridge Gorge Museum Trust's National Portfolio and Museum Development programmes funded through the Arts Council England.

## **CATEGORIES:**

There are eight Award categories and an overall judges' Award for Excellence. All categories are open to individual or team nominations unless marked with \* which are only open to individuals.

|                         |   |
|-------------------------|---|
| <b>Against the Odds</b> | Overcoming specific obstacles to contribute to the future of the museum               |
| <b>Collections</b>      | Working on an innovative collections project  |
| <b>Entrepreneur</b>     | Making a difference with flair, creativity and commercial acumen                      |
| <b>Museum Champion</b>  | Championing the vision, values and aspirations of the museum                          |
| <b>Museum Mentor*</b>   | Supporting a museum over and above the requirements of the role                       |
| <b>Project</b>          | Developing, implementing and managing a successful project                            |
| <b>Warmest Welcome</b>  | Going the extra mile to ensure an inclusive welcome to all visitors                   |
| <b>Young People</b>     | Young people or students bringing new ideas and energy to the museum (up to 25 years) |
| <b>Excellence</b>       | The judges' award for the overall winner from the other eight categories              |

## **KEY DATES:**

|                     |                      |
|---------------------|----------------------|
| Nominations open    | Friday 18 May        |
| Nominations close   | Monday 9 July        |
| Shortlist announced | Wednesday 18 July    |
| Award Ceremony      | Thursday 6 September |

## **WHO IS ELIGIBLE TO BE NOMINATED?**

Any individual or team who volunteers within an Accredited museum (or Working Towards) located in Birmingham, the Black Country, Herefordshire, Shropshire, Staffordshire, Warwickshire and Worcestershire. You can enter your nominee(s) for more than one category but all nominees can only be entered into a category once. Previous winners and finalists are eligible for nomination this year.

### WHY MAKE A NOMINATION:

- ✓ Do you know of an individual or group of committed volunteers whose hard work, loyalty and dedication contributes to making your museum a success?
- ✓ Have they supported the museum over a number of years?
- ✓ Do they consistently exceed expectations?
- ✓ Have they brought a new idea or project to life?
- ✓ Do they deserve recognition and thanks?

### HOW TO MAKE A NOMINATION

1. Individuals and teams must be nominated by a third person who may be a colleague, friend, representative from a partner organisation, visitor or family member. Team nominations can also be submitted by individual team members.
2. Complete the nomination form, ensuring that it is legible, clear and signed by the nominator. Make sure you really 'sell' the individual(s) or team(s) you are nominating – share their story!
3. Forward the completed nomination form to [wmmd@ironbridge.org.uk](mailto:wmmd@ironbridge.org.uk) with the subject line Volunteer Awards and your museum's name or by post to WMMD, Ironbridge Gorge Museum Trust, Coalbrookdale, Telford, Shropshire TF8 7DQ
4. Complete and sign the Photography Clearance section (further details in 'Use of Nomination Information' section)
5. Please refer to section 'Supporting Information' for further submission instructions
6. All nominations will be acknowledged by email to the nominator
7. Send your nomination in by the deadline – **5pm, Monday 9 July 2018**

### SUPPORTING INFORMATION

You can provide relevant additional information to support your nomination(s) such as press releases, photographs, marketing materials, letters and testimonials, feedback from visitors; this really makes a difference to the judges.

### SENDING YOUR NOMINATION(S) AND SUPPORTING INFORMATION TO US

To ensure that we receive your electronic nominations please follow the guidance below:

- ✓ In the subject line of the email insert Volunteer Awards and your museum's name (please do not include any full stops or commas)
- ✓ Please ensure that none of the attachments contain full stops or commas (file extensions are acceptable for example .docx)
- ✓ All images must be in JPEG format (please do not send other formats such as ZIP, GIF or TIF)
- ✓ We can accept Word documents and PDF files
- ✓ If your email contains over 8MB of attachments please send via We Transfer
- ✓ We will acknowledge receipt of your nomination within one working day. If you haven't heard from us after this time please contact us.

### JUDGING

1. All entries will be assessed on the information provided on the nomination forms and the supporting information. Please remember that the judges may not know about your museum and are unlikely to know individuals or teams (should they know a nominee they will withdraw from the judging of that category). It is really important that you make it as simple as possible for the judges to understand why your nominee should be the winner!

2. A shortlist of entries will be drawn up for each category and the nominators will be notified by email on Wednesday 18 July, with the shortlist displayed on the WMMD website [www.mdwm.org.uk](http://www.mdwm.org.uk)
3. The judges reserve the right to move nominations between categories where appropriate
4. The judges' decision is final and no correspondence or communication will be entered into regarding their decisions

### AWARDS CEREMONY

- ✓ Shortlisted nominees and their nominator will be invited to join us along with guests at a dedicated Awards ceremony to be held at the Patrick Studio, Birmingham Hippodrome on Thursday 6 September, 4pm – 8pm
- ✓ Guests will be wined, dined and entertained at this leading Midland's theatre
- ✓ There is no charge for the Awards Ceremony and it is expected that all shortlisted nominees will attend
- ✓ Individual shortlisted nominees will receive two tickets; shortlisted team nominees will receive four tickets (but may request up to an additional two tickets subject to availability); nominators will receive one ticket. If necessary additional requests for tickets may be entered into a ballot.

### What our 2017 guests said...

*"Just wanted to say thanks to you and all the team for a lovely evening. It was great to see so many different organisations represented, and to see volunteers in the spotlight."*

*"A huge thank you for a wonderful evening last night. You must have worked so hard to put together a superb event. The wine, food and entertainment were fabulous and it was all executed so smoothly. We felt very spoilt and came away with big smiles on our faces."*

*"The team were delighted to win and had a great time at the awards so please pass on our thanks to everyone involved."*

### USE OF NOMINATION INFORMATION

WMMD (as the organiser) will only use the contact details provided for the purposes of the 2018 Awards. We reserve the right to use any information and images provided as part of your nomination unless it is clearly marked 'not for publication'. This use may be prior to, during, or after the 2018 Awards and may be used in hardcopy publications, digital communications, verbal promotion and or on screen for media and marketing purposes. Therefore you must:

- ✓ Ensure the accuracy of the information provided within your nomination
- ✓ Mark any sensitive materials as 'not for publication'
- ✓ Complete the 'Permission to Use Photography' section on the nomination form

*By signing the 'Permission to Use Photography' section of the nomination form you are confirming that all photography and digital media are copyright free and that identifiable images of people are cleared for use.*