

Volunteer of the Year

Why do we do this?

The KFA runs an annual award in recognition of all the hard work and dedication it receives from all the volunteers working on behalf of the organisation. We understand that many people devote much time and energy to their role and are not seeking recognition. The KFA on the other hand would not survive if it were not for this contribution and so would like to show its appreciation.

The qualifying categories are as follows:

- a) Members
- b) Teachers
- c) Committee members at area/regional level

The adjudication panel will be looking for different attributes for each of the three categories in sections 4 and 5 of the nomination. Please use the notes below as a guide to what will be considered and give as many **clear examples** to support your nomination. Use a separate sheet if required.

Guide

Section 4: Why do you feel this person deserves recognition within the KFA?

- Member: Helpful, participates in class activities, assists the teacher, area or region e.g. helps others to attend classes or events, encourages others to become members or join classes – please **give clear examples**
- Teacher: Encourages class members to train as teachers, promotes KFA to external groups, fund raises, organises events/outings – please **give clear examples** of what the teacher does in addition to taking her class.
- Committee Member: Has held various offices, pro-active in the area/region, assists others, organises events – please give details of positions held and for how long, how they are pro-active or assist others and any outstanding achievements.

Section 5: Personal Qualities

- Member: *Cheerful, good personality, supportive – please **give clear examples***
- Teacher: *Enthusiasm, empathy, understanding, respect, loyalty – please **give clear examples***
- Committee Member: *Supportive, team player, motivator/innovator, hard working – please **give clear examples***

Please ask the nominee's permission to enter his/her name. Nominations will only be accepted on the form overleaf (which may be photocopied if necessary or you can fill it in from the KFA website at <http://www.keepfit.org.uk/national-events/> .The closing date for nominations is the last day of July annually.

Certificates and trophies will be awarded to the winners of each category and an overall winner will be chosen from the entries by an adjudication panel, appointed by the KFA, whose decision will be final. The presentation will be made at the National AGM in October. Full details of the category winners will be published in *Moving Together*.

Nominations received after the closing date will not be eligible for consideration.

Please send nominations to:

Volunteer of the Year Award, The Keep Fit Association, 14 Graylands Estate, Langhurstwood Road, Horsham, West Sussex, RH12 4QD

Volunteer of the Year

Nomination Form

Name of Nominee		Email:	
Address			
Area /Region		Membership Number:	

Please copy this form and use a separate copy for each category nomination.

Nominated by:		Email:	
Seconded by:		Email:	

Category nominated: *Chose only one category A separate form must be completed for each category	Member <input type="checkbox"/>	Number of Years as KFA Member	
	Teacher	Number of Years as KFA Teacher:	
	Committee Member	Number of years on a Local Committee	
		Number of years on a Regional Committee	

Why do you feel this person deserves recognition within the KFA? Give **clear examples** of what the nominee has done. (Use a separate sheet if required.)

Personal qualities etc. Give **clear examples** of the behavioural qualities they have or display. (Use a separate sheet if required.)