



## U3A Canberra POLICY No. P160

Volunteer Long Service Recognition Awards Policy	
<b>Publication date:</b> 10 June 2025	<b>Applies to:</b> All members
<b>Responsible person:</b> President	<b>Scheduled review data:</b> Every three years
<b>Approved by:</b> Committee meeting on 10 June 2025	<b>Author:</b> Gary Davis (Committee Members)

### INTRODUCTION

This policy sets out arrangements for Volunteer Long Service Recognition Awards (VLSRA).

### PURPOSE

To outline the process and eligibility requirements for VLSRA for U3A-ACT Inc. (U3A).

This policy has one attachment:

**Attachment A:** Nomination form for VLSRA.

### POLICY

1. The VLSRA complement the Outstanding Service Awards. The VLSRA acknowledges and thanks volunteers who have helped to ensure the ongoing and smooth operation of U3A. These volunteers perform a wide range of functions which are essential for the wellbeing of U3A and as such, their service should be recognised.
2. VLSRA are principally based on a member nomination process and where the Committee's Outstanding Service Award Advisory Group (OSAAG) recommends to the Committee that nominees meet the eligibility criteria and should be awarded the VLSRA Certificate or Badge.

#### Eligibility Criteria

3.1 Members of U3A are eligible to be considered for a VLSRA if they:

- 3.1.1. have consistently and frequently served in any volunteer capacity for a total of at least ten, not necessarily consecutive, years
- 3.1.2. continue to be members of U3A at the time of nomination
- 3.1.3. have not previously been awarded this certificate.

3.2 Members of U3A are eligible to be considered for a VLSRA 15 Year Badge if they:

- 3.2.1 have consistently and frequently served in any volunteer capacity for a total of at least 15, not necessarily consecutive, years
- 3.2.2 continue to be members of U3A at the time of nomination
- 3.2.3 have not previously been awarded this badge.

3.3 Members of U3A are eligible to be considered for a VLSRA 20 Year Badge if they:

- 3.3.1 have consistently and frequently served in any volunteer capacity for a total of at least twenty, not necessarily consecutive, years
- 3.3.2 continue to be members of U3A at the time of nomination
- 3.3.3 have not previously been awarded this badge.

### Process

- 4. The process for awarding certificates or badges is as follows:
  - 4.1. Nominations will be called for each year by the Secretary, who will place notices in the Newsletter and eBulletin. Nominations will open in July and close at the end of September.
  - 4.2. The Secretary will request that managers nominate any suitable members from their area.
  - 4.3. After considering the requirements of this U3A policy and their length of service, U3A members can also self-nominate for Volunteer Long Service Recognition Awards. In such cases, if current volunteer records do not provide sufficient evidence of the duration of such service, the Awards Advisory Group will work with the nominee to further clarify their eligibility.
  - 4.4. Nomination forms (**Attachment A**) must be signed by two current financial members of U3A and must include:
    - 4.4.1. the Nominee's name
    - 4.4.2. the Nominee's postal or email address
    - 4.4.3. the years in which volunteer service occurred
    - 4.4.4. the volunteer positions held, or types of volunteer service undertaken for U3A during those years.
  - 4.5. Nomination forms must be submitted to the Secretary.
  - 4.6. The process will be managed by the OSAAG (see the Outstanding Service Awards policy for more details).
  - 4.7. The OSAGG will investigate all nominations and make recommendations at the October meeting of the Committee, in conjunction with its recommendations for Outstanding Service Awards. The report to the Committee will include the full list of nominations received.
  - 4.8. Final decisions on the awarding of certificates or badges will be made by the Committee. There will be no appeal process.
  - 4.9. VLSRA Certificates and Badges will be presented at a suitable occasion to be determined each year by the Committee.



## Nomination Form

### U3A-ACT Inc. Volunteer Long Service Recognition Awards

Members of U3A-ACT Inc. (U3A) are eligible to be considered for a Volunteer Long Service Recognition Certificate or Badge if they have served in any volunteer capacity for a total of at least ten, fifteen or twenty years and continue to be members of U3A at the time of nomination. Nominees should have served in a volunteer capacity on a consistent basis for a majority of each year. The full policy is on the U3A website.

**Name of Nominee:**

**Membership number (If known):**

**Postal or email address and contact details of Nominee:**

**In order to make the case for a certificate or badge to be awarded please set out as best you can the voluntary activities performed by the nominee. Useful details for each type of voluntary activity can include the position held, the years involved, the months of the year involved and the frequency of involvement.**

Attach other pages if more space is needed.

**Nominator 1.**

**Name and Membership Number**

**Signature**

**Date**

**Contact details**

**Nominator 2.**

**Name and Membership Number**

**Signature**

**Date**

**Contact details**