



# RDA Australia

## THE 2009 NATIONAL VOLUNTEER ENCOURAGEMENT AWARD

### Guide for RDA Centres/State Offices on nomination of candidates

#### NAME OF AWARD

**National Volunteer Encouragement Award**

#### Eligibility for Award

Any person acting in a voluntary capacity in RDA for a period of **5 years or less**

#### Nominations

Nominations for the award may be made to the state awards committee by any of the following:

RDA Centre  
State Office

Nominations for the National award will be made by the state awards committee - each state is eligible to nominate 1 person.

#### Criteria for the Award

1. The volunteer must have made an outstanding contribution to either their local RDA centre.
2. The total time of all voluntary service offered by the individual to RDA **must not have exceeded 5 years.**
3. Supporting information submitted with the nomination must demonstrate that the nominee's activities, ideas and/or expertise have made a significant impact on the quality of service offered by RDA at their centre.

#### TIMING OF THE AWARD

Apr 2009	Invitation to States & Centres to nominate volunteers
July 31 2009	Nominations to State Office close <b>(NB: Closing date has been extended to August 31 2009)</b>
Aug 31 2009	Nominations for National Award to be submitted <b>(NB: Closing date for submission extended to Sept 30 2009)</b>

The National Award will be announced prior to the RDAA AGM in Nov 2009

**Ability • Freedom • Sport • Inspiration • Courage • Fun • Friendships**



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## NOMINATION FORM

### National Encouragement Award

Nominee.....

RDA Centre..... State.....

Home Address.....

..... Post Code.....

Telephone No: ..... (W) ..... (H)

Nominated by: RDA Centre/State Office.....

Address: .....

Telephone: ..... Fax: .....

Email: .....

1. For how many years has the nominee been involved as a volunteer with RDA?  
**NB: Must be 5 years or less** \_\_\_\_\_

2. How often does the nominee attend? \_\_\_\_\_

3. Please circle the roles in which the nominee has worked as a volunteer:

Coach Whip Leader Side walker Centre administration Driving Team  
Care & Maintenance Transport Fundraising Horse care Equipment care

Other (please specify role) \_\_\_\_\_

4. Has the nominee been involved recruiting/training of new volunteers? Y/N

5. Has the nominee served on the centre management committee? Y/N  
If yes, in what roles? (Please circle)

President Secretary Treasurer Fund raiser Volunteer Coordinator Committee

6. Has the nominee been involved with any of the following disciplines? (Please circle)

Dressage Carriage driving Vaulting Hippotherapy Mounted Games  
Equine Assisted Therapy

**NB: If you wish to expand on any of your answers, please write on a separate sheet and attach to the form.**



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## **Letter of Endorsement from the President of the nominating Centre/State RDA**

With the criteria in mind, please attach a letter of endorsement indicating your support of this candidate for the award for which he/she has been nominated.

**Please address the following areas of the nominee's involvement in this letter:**

- a. **Why have you nominated this person for a volunteer award?**
- b. **How has the nominee's involvement improved the ability of your centre/state to cater for the needs of riders/drivers/vaulters etc?**
- c. **How have the nominee's activities enhanced the quality of the services provided by their centre?**

NAME: ..... TITLE: .....

SIGNATURE: ..... DATE: .....

NOMINEE'S acceptance of nomination (for publicity purposes); not required unless nominated for National Award.

NAME: ..... TITLE: .....

SIGNATURE: ..... DATE: .....

**NB:** Please complete your nominations & then email, fax or mail to your State Office by 31 August 2009.