

The Madge Tate Service Award

Introduction

Included in this document is the following important information for nominators to read prior to completing the nomination form:

- About the award
- Selection process and presentation
- Nomination process and guidelines
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- Submitting your nomination
- Selection criteria
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About the Award

Established in 1994, the Madge Tate Service Award is named after the late Madge Tate who was a member of Croydon Auxiliary from 1932 until her passing in 1992.

For many of those years, Mrs Tate served as either President or Secretary of the Croydon Auxiliary.

Over her 60 years of Auxiliary membership, Mrs Tate demonstrated extraordinary and inspiring dedication, overcoming obstacles of distance, family commitments and, at times, ill-health to make an outstanding contribution to The Royal Children's Hospital (RCH) as a volunteer fundraiser.

This prestigious award is a means of recognising an eminent Auxiliary member's dedicated and extraordinary service to The Royal Children's Hospital Auxiliaries.

Selection process and presentation of the award

The Auxiliaries Executive Committee (AEC) are the selection panel for the Madge Tate Service Award.

Nominations are discussed by the AEC at the June meeting each year.

The Madge Tate Service Award aims to reflect the Auxiliaries' diversity and endeavours to include representatives from across Victoria, varying cultural backgrounds and demographics, and a wide range of fields of service, expertise and endeavour within volunteer fundraising.

Decisions about recipients of the Madge Tate Service Award are dependent on the quality of nominations in any given year. Multiple awards may be presented in one year, or the AEC may decide that no nomination meets the selection criteria.

Recipient/recipients are chosen at the discretion of the AEC, based on the information provided in the nomination form.

Presentation of the Madge Tate Service Award will take place at the Auxiliaries Annual General Meeting each year.



Nomination process and guidelines

Being nominated for the Madge Tate Service Award is a great honour. This is an opportunity to recognise and reward someone who makes you proud to be an Auxiliary member.

Nominations for the award can be submitted by:

- an Auxiliary
- an individual member of an Auxiliary
- The Royal Children's Hospital Foundation
- The Royal Children's Hospital

You are invited to nominate any Auxiliary member who you believe makes The Royal Children's Hospital Auxiliaries stronger and better for their presence and involvement.

To be eligible, the nominee must meet the Selection Criteria as detailed in this document, and have been an active member of an Auxiliary for at least 5 years.

Presentation of the award will not be based on the amount of money raised by an Auxiliary or member.

An individual need only be nominated once to be considered. The number of nominations received per nominee bears no weight in their selection.

The successful nomination will be selected by the AEC and their decision is final.

All nominations will remain confidential.

Closing date for nominations is 30 May each year.

If you need assistance submitting a nomination, please contact the Auxiliaries Coordinator on craig.wright@rch.org.au or 03 9345 6491.

Nomination form and supporting documentation

All nominations are to be submitted on the Madge Tate Service Award Nomination Form.

Please ensure the nomination form is correctly completed. Incorrect and incomplete forms will not be eligible for consideration.

We encourage you to submit supporting documentation with your nomination, such as personal references, resumes, newspaper articles etc. This kind of supporting documentation is useful, but it is not compulsory for a nomination to be considered complete.

All documentation submitted with a nomination will be retained by the Auxiliaries Executive Committee.

Please provide as much accurate information as possible. Your nomination form and supporting documentation is what will be presented to the AEC for consideration.

Submitting your nomination

Submit nominations by the closing date by email (preferred):

Craig Wright, Auxiliaries Coordinator
craig.wright@rch.org.au

Or by post to:

Craig Wright
Auxiliaries Coordinator
RCH Foundation
50 Flemington Road
Parkville, VIC 3052

Selection Criteria

In choosing the recipients of the Madge Tate Service Award, regard is given to the nominee's achievements in the year immediately prior to receiving the award, as well as their past achievements and ongoing contribution to The Royal Children's Hospital Auxiliaries, the hospital itself, and by extension, the wider Victorian community.

The selection criteria are:

- **Involvement and engagement**
Membership of an Auxiliary, and engagement across varied facets of volunteer fundraising for the Auxiliary for at least 5 years.
- **Leadership and innovation**
An inspirational role model for the Auxiliary community. Demonstrated leadership, generosity of spirit, innovation and creativity and contribution in the field of volunteer fundraising.
- **Exceptional and extraordinary service**
Demonstrated excellence in the field of volunteer fundraising, and dedication to make an outstanding contribution to The Royal Children's Hospital Auxiliaries
- **Achievement and accomplishment**
Demonstrated success in making significant contribution to the success of their Auxiliary as an individual

The Auxiliaries Executive Committee will also give consideration to the following in assessing and comparing nominations against the above criteria:

- Contribution to development of their Auxiliary
- Degree of difficulty of the achievement and sacrifices made
- Voluntary work beyond paid employment
- Nature and length of activity or service
- Commitment to the growth and future of Auxiliaries

Eligibility Criteria

- Nominees must be Auxiliary members
- Self-nominations will not be accepted
- Unsuccessful nominees may be re-nominated in subsequent years
- Groups of people or couples will not normally be eligible though in exceptional cases the AEC reserve the right to consider such nominations
- Absolutely no weight is given to the number of times a person is nominated

Madge Tate Service Award Nomination Form

Nominee details

Name	
Auxiliary	
Position (if applicable)	
Address	
Phone	
Email	
Age (please indicate if exact or estimate)	
Length of Auxiliary membership	

Details of Nomination

Tell us about your nominee. Please provide as much accurate information as possible. Use separate paper if necessary, but please ensure the following specific questions are answered clearly. Incomplete forms will not be eligible for consideration. This form is what will be presented to the Auxiliaries Executive Committee for consideration. We encourage you to submit (optional) supporting documentation with your nomination.

1. Please provide a brief summary of how your nominee has been involved with Auxiliaries and engaged in Auxiliary fundraising?

2. In what way have they demonstrated excellence in the field of volunteer fundraising for Auxiliaries?

3. Please provide details of any personal achievements or accomplishments that have contributed to the success of Auxiliaries.

4. How are they an inspirational role model?

Continued overleaf...

Your details

Name	
Auxiliary / Organisation	
Position (if applicable)	
Address	
Phone	
Email	

Referee (optional) – please provide the details of another Auxiliary member who supports this application.

Name	
Auxiliary / Organisation	
Position (if applicable)	
Address	
Phone	
Email	

Declaration

I/we, the undersigned submit the above nomination for the Madge Tate Service Award. The information provided is in good faith and is correct to the best of my/our abilities. I/we understand that all nominations for the award will be considered on the information provided. The successful nomination will be selected by the Auxiliaries Executive Committee and that their decision will be final.

Signature		Date	
Signature		Date	

Submit nominations by the closing date by email (preferred) or post to:

Craig Wright, Auxiliaries Coordinator

craig.wright@rch.org.au

RCH Foundation
 50 Flemington Road
 Parkville, Vic 3052

Office Use Only.
