

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
- About the Nomination form
- Submitting your nomination
- Selection criteria
- Eligibility criteria
- Nomination form

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 recognises an eminent Auxiliary member's dedicated and extraordinary service not only to their own Auxiliary but to The Royal Children's Hospital Auxiliaries' community.

Selection process and presentation of the Award

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

Nominations are discussed each year by the AEC at its first meeting after nominations close

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

Decisions about recipients of the Madge Tate Service Award are based on the selection criteria. In exceptional circumstances, multiple awards may be presented in the one year. The AEC also reserves the right not to confer the award if there are no suitable candidates.

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.

— THE ROYAL CHILDREN'S HOSPITAL —

AUXILIARIES

— SINCE 1922 —

Nomination process and guidelines

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

Nominations for the award can only be submitted by Auxiliary members.

You are invited to nominate any Auxiliary member whom 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, except in exceptional circumstances as determined by the AEC, have been an active member of an Auxiliary for at least 5 years.

Presentation of the award won't 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.

The closing date for nominations is the last business day in May

If you need assistance submitting a nomination, please contact the Auxiliaries Liaison Officer lucia.dimaio@rch.org.au or 03 9345 5188

Nomination form

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

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

Please provide as much accurate information as possible. Nomination forms will initially be reviewed by the Auxiliaries Liaison Officer and the AEC President and, if they determine that a nomination requires additional information, the nominator may be contacted with a request for further information or clarification. Once complete, nomination forms will be presented to the AEC for consideration.

Submitting your nomination

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

lucia.dimaio@rch.org.au

Or by post to:

Lucia Di Maio
Auxiliaries Liaison Officer
RCH Foundation
Level 2, 48 Flemington Road
Parkville, VIC 3052

— THE ROYAL CHILDREN'S HOSPITAL —

AUXILIARIES

— SINCE 1922 —

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 not only to their own Auxiliary but to The Royal Children's Hospital Auxiliaries' community, the hospital itself and, by extension, the wider Victorian community.

The selection criteria are:

- **Involvement and engagement**
 - Membership in an Auxiliary for five years or more (except in exceptional circumstances as determined by the AEC);
 - Reflects the values of Auxiliaries and the RCH Foundation; and
 - Engages in varied facets of volunteer fundraising for their Auxiliary and the Auxiliary community.

- **Leadership, achievement and extraordinary service**
 - An inspirational role model for the Auxiliary community; and
 - Demonstrates leadership, generosity of spirit and extraordinary service to their own Auxiliary and to the Auxiliaries' community; and
 - Demonstrates excellence in the field of volunteer fundraising which contributes to the success of their own Auxiliary and to The Royal Children's Hospital Auxiliaries' community.

Eligibility Criteria

- Nominees must be an Auxiliary member
- 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 although in exceptional cases the AEC reserves 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	
Length of Auxiliary membership	

Details of Nomination

Tell us about your nominee. Please provide as much accurate information as possible and address all sections below (reflecting the Selection Criteria). Use separate paper if necessary, but please ensure that you have provided the information required. Incomplete forms will not be eligible for consideration. This form is what will be presented to the Auxiliaries Executive Committee for consideration.

1. Please tell us about the nominee's involvement and engagement:

- How do they reflect the values of Auxiliaries and the RCH Foundation; and
- How do they engage across varied facets of volunteer fundraising for their Auxiliary and the Auxiliary community?

AUXILIARIES

2. Please tell us about how the nominee demonstrates leadership achievement and extraordinary service:

- In what ways are they an inspirational role model for the Auxiliary community?
- How do they demonstrate leadership, generosity of spirit and extraordinary service to their own Auxiliary and to the Auxiliaries' community?
- How have they demonstrated excellence in the field of volunteer fundraising, contributing to the success of their own Auxiliary and to The Royal Children's Hospital Auxiliaries' community?

— THE ROYAL CHILDREN'S HOSPITAL —

AUXILIARIES

— SINCE 1922 —

Your Details – Please provide the details of the person making the nomination.

Name	
Auxiliary	
Position (if applicable)	
Address	
Phone	
Email	

Seconder – Please provide the details of another Auxiliary member who supports this application.

Name	
Auxiliary	
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 their decision will be final.

Signature		Date	
Signature		Date	

Submit nominations by the closing date by email (preferred) lucia.dimaio@rch.org.au or post to:

Lucia Di Maio
 Auxiliaries Liaison Officer
 RCH Foundation
 Level 2, 48 Flemington Road

— THE ROYAL CHILDREN'S HOSPITAL —

AUXILIARIES

— SINCE 1922 —

Parkville, Vic 3052

Office Use Only