



Recognition of Service Badges and Certificates

Procedure for Nomination and Awarding

Approved by the St Vincent de Paul Society NSW State Council on DAY MONTH, YEAR

Version Control

Contact names	Role / position	Version number	Date	Review date
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1. Procedure Statement

Members and volunteers having served in the following years: 10, 15, 20, 25, 30, 35, 40, 45, 50, 55, 60, 65, will be awarded with St Vincent de Paul Society's service badge in recognition of their work and contribution.

2. Scope

This procedure applies to:

- 2.1. Members and volunteers of the St Vincent de Paul Society in NSW who wish to self-nominate or nominate others for a recognition
- 2.2. Staff who nominate or process requests for nomination.

3. Purpose

St Vincent de Paul Society recognises members and volunteers' great contribution to the organisation.

The Society's Volunteer Policy states:

"The Society formally recognises volunteer efforts, for example, by: Recognising individual contribution or achievement, such as length of service; Recognising groups or teams of volunteers (not individuals) for external awards, such as nominations for community or not-for-profit sector awards; Annual events such as National Volunteer Week and International Volunteer Day".

The purpose of the Recognition of Service Badges and Certificates Procedure document is to inform members, volunteers and staff of:

- 3.1. The ways by which the Society recognises individual contribution of its members and volunteers.
- 3.2. The steps to request Badges and Certificates of Service for members and Volunteers.

4. Definitions

Service Badge – a badge specially designed for significant years of service with the St Vincent de Paul Society.

5. Eligibility for Life Member Badge and Certificate

To be awarded a Life Member Badge and Certificate, a member must meet the following criteria:

- 5.1. Has shown Vincentian spirituality and vocation through his/her work in supporting those in need with compassion
- 5.2. A minimum period of 20 years conference/activity service. If the required 20 years of service hasn't been achieved the State Council will still consider applications under the two following exceptions:
 - a) The nominee has made a significant contribution to the Society through their conference activity/service.
 - b) The nominee is going through especial circumstances i.e. terminal illness, permanent relocation to overseas.

6. Roles and Responsibilities

New Initiatives & Policy team (NI&P) within Policy & Members and Volunteer Services (PMAVS) is responsible for this procedure. NI&P ensures that:

- Badges and certificates are stored safely and accounted for
- Badges and certificates are issued in accordance to this procedure
- Members, volunteers and staff are aware of this procedure

7. Procedures

7.1. Service Badge and Certificate

- a. Anyone requiring a badge or certificate should send an email to New Initiatives and Policy Team at service.badges@vinnies.org.au with the following information:
 - First name and surname of the member/volunteer
 - Years of service
 - Postal address to send the badge and/or certificate
 - The date the badge/certificate is required
- b. NI&P to verify the years of service in Society People database.
- c. NI&P to send badges and certificates to the specified address.

7.2 Lifetime Member Badge and Certificate

- a) The nominating person should download the Life Member Application form from Vintranet or contact the Central Council.
- b) Fill out the form and send it to New Initiatives and Policy Team at service.badges@vinnies.org.au at least four (4) weeks prior to the date

- badge and/or certificate is required.
- c) NI&P verifies the information provided (See selection criteria above)
 - d) NI&P submits the nomination form to the State President for consideration
 - e) NI&P to advise the outcome of the nomination and sends certificate and badge, as appropriate.

8. Review

This procedure is subject to review every 12 months..

9. Further advice or assistance

For further advice or assistance please contact service.badges@vinnies.org.au