



Recognition of Service Badges and Certificates

Procedure for Nomination and Awarding

Approved by the St Vincent de Paul Society NSW State Council on 22nd October 2016

Version Control

Contact names	Role / position	Version number	Date	Review date	Reason
Margarita Rivera	New Initiatives and Policy	1	August, 2016	August, 2017	Board approval
Jey Natkunararatnam	Conference and Member Support	2	May, 2018	July, 2019	Approval of New Lifetime Service Award to Volunteers

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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 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.
- 3.3. The status of the membership recognition program of the Society.

4. Definitions

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

5. Eligibility for Lifetime Badge and Certificate for Members and Volunteers

To be awarded a Lifetime Badge and a Certificate, a member or volunteer must meet the following criteria:

- 5.1. *Member* has shown Vincentian spirituality and vocation and the *Volunteer* has shown exemplary commitment through his/her work in supporting those in need with compassion
- 5.2. A minimum period of 20 years conference /activity service for Members and vinnies centre/activity service for Volunteers. 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 activity/service.
 - b) The nominee is going through especial circumstances i.e. terminal illness, permanent relocation to overseas.

6. Roles and Responsibilities

Conference and Member Support within People and Culture Department is responsible for this procedure. Conference and Member Support 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 and certificate should send an email to Conference and Member Support 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 and certificate are required
- b) Conference and Member Support to verify the years of service in Society People database.
- c) Conference and Member Support to send badges and certificates to the specified address.

7.2 Lifetime Membership Badge and Certificate

- a) The nominating person should download the Lifetime Membership Application form from Vintranet/Members and Volunteers/Membership Engagement under “**Forms**” or contact the Central Council for Lifetime Membership Application Form.
- b) Fill out the form and send it to Conference and Member Support at service.badges@vinnies.org.au at least four (4) weeks prior to the date badge and certificate is required.
- c) Conference and Member Support verifies the information provided (See selection criteria above).
- d) Conference and Member Support submits the nomination form to the State President for approval.
- e) Conference and Member Support to advise the outcome of the nomination and sends certificate and badge, as appropriate.

7.2 Lifetime Service Badge and Certificate

- a) The nominating person should download the Lifetime Service Application form from Vintranet/ Members and Volunteers/ Volunteer Engagement/ Volunteer Management Resources under “**Managers Forms and Templates**” or contact the Central Council for Lifetime Service Application Form.
- b) Fill out the form and send it to Conference and Member Support at service.badges@vinnies.org.au at least four (4) weeks prior to the date badge and certificate is required.
- c) Conference and Member Support verifies the information provided (See selection criteria above).
- d) Conference and Member Support submits the nomination form to the Chief Executive Officer (CEO), State Support Office for approval.
- e) Conference and Member Support to advise the outcome of the nomination and sends certificate and badge, as appropriate.

8. Review

These procedures are subject to review every 12 months.

9. Further advice or assistance

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