

## YMCA-Lim Kim San Volunteers Programme Awards Scheme and Criteria

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### INTRODUCTION

The YMCA of Singapore recognises the efforts and contributions of its volunteers. To show its appreciation, the YMCA organises various appreciation events for these volunteers that culminate in the annual appreciation cum awards dinner. The YMCA-Lim Kim San Volunteers Programme Awards was specially created to recognise and thank the volunteers who have made significant and outstanding contributions to the YMCA and to the various YMCA community services programmes for the year; and also to those volunteers who have made long term contributions.

Volunteers are the mainstay of the YMCA. They provide valuable service in a myriad of roles including organising community programmes, befriending, training, IT software application development, leading international programme trips, teaching to play musical instruments, teaching dance, providing mentorship to the youth-at-risk, reading to needy children, and photography, etc. With a few thousand volunteers serving the YMCA and in its programmes each year, it is difficult not to recognise all the volunteers and their contributions. However, the YMCA would like to recognise those outstanding volunteers for the year and those who have served the YMCA for many years, and use it as a platform to encourage others to serve, encourage other volunteers to excel in their service, and to take pride in their efforts to serve the less privileged in the community.

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### DEFINITION OF VOLUNTEERS

Volunteers are members of the public (individuals) or organisations who volunteer with the YMCA of Singapore, whether participating in one of its local or international community service programmes or directly contributing service to the YMCA. Volunteers are categorised as follows.

- **Ad hoc Volunteers**

All individuals who have volunteered with YMCA for **less than 15 hours in a year**

- **Y Volunteers**

All individuals who have volunteered with YMCA for **at least 15 hours in a year**

- **Y Core Volunteers**

Y Core Volunteers are individuals who have volunteered with YMCA for **at least 52 hours in a year**

- **Y Volunteer Leaders**

Y Volunteer Leaders are Y Core Volunteers who have served in a leadership role

*A leadership role is defined as one that is as follows:*

- Leading a structured and sustained YMCA community service programme and assisting the Volunteer Relation Officers (VRO) to plan and execute activities, or leading a YMCA project (of duration of at least three months)
- At least one account of taking charge of a group of 5 or more volunteers, or leading two or more YMCA structured community service programme events
- Able and willing to share their experience with or train other volunteers

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- **Corporate Volunteers**

Organisations with their employee volunteers who volunteer with YMCA in one of its local or international community service programmes or directly contributing service to the YMCA

### **THE YMCA-LIM KIM SAN VOLUNTEERS PROGRAMME AWARDS**

The YMCA-Lim Kim San Volunteers Programme Award recognises the service contributions of an individual or a corporate volunteer for each calendar year. Only the volunteering achievements for the year of the award are to be considered for each nominee of the award except for sustained volunteerism awards and special achievement award.

There are eight (8) categories of awards. Recipients of the awards will receive a plaque and a certificate in recognition of their contributions. Each recipient will have his/her name inscribed on the plaque and on the certificate.

The volunteer appreciation awards event will be held annually on the second Friday of January.

#### **Public Volunteer Awards Categories**

- V1 - YMCA-Lim Kim San Volunteers Programme Outstanding Volunteer Award
  - This award is to recognise the very significant contributions and impact made to the YMCA or YMCA programmes through the leadership and service contributions in the programme of the volunteer
  - There will be a maximum of only four recipients for this award
    - One for Community Service Programmes
    - One for Youth Development Programmes
    - One for International Programmes
    - One for other YMCA programmes
  - This award may or may not be awarded
- V2 - YMCA-Lim Kim San Volunteers Programme Volunteer Award (Special Mention)
  - This award is to recognise volunteers who have made commendable contributions and impact to the YMCA programmes or YMCA.
  - There will be multiple recipients for this award
  - Nominees for the YMCA-Lim Kim San Volunteers Programme Outstanding Volunteer Award who do not receive those awards will receive this award
- V3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism Award (Individual)
  - This award is to recognise volunteers for their consistent service and contribution to the YMCA or YMCA programmes, and is similar to a long service award beginning with 5, years of continuous volunteering, 10 and then 15 years.
  - Given to active, sustained volunteers who have contributed their service the past five years
  - May or may not be awarded depending on whether there are individuals meeting the criteria

#### **Corporate Volunteer Awards**

- C1 - YMCA-Lim Kim San Volunteers Programme Outstanding Corporate Volunteerism Award
  - This award is to recognise the very significant contributions and impact made to the YMCA or YMCA programmes through the service in the programme/project
  - Only one corporation will receive this award
  - This award may or may not be awarded

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- C2 - YMCA-Lim Kim San Volunteers Programme Corporate Volunteerism Award (Special Mention)
  - This award is to recognise corporations who have made commendable contributions and impact to the YMCA or YMCA programmes.
  - There will be multiple recipients for this award
  - Nominees for the YMCA-Lim Kim San Volunteers Programme Outstanding Corporate Volunteerism Award who do not receive the award will receive this award
- C3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism Award (Corporate)
  - This award is to recognise corporations for their consistent service and contribution to the YMCA or YMCA programmes, and is similar to a long service award
  - Given to active, sustained corporate volunteers for every five years of service beginning with 5, years of continuous volunteering, 10 and then 15 years.
  - May or may not be awarded depending on whether there are corporations meeting the criteria

### **Special Achievement for either Public or Corporate Volunteer Award**

- S1 - YMCA-Lim Kim San Volunteers Programme Special Achievement Award
  - This award will only be given to an individual or corporation who have made a highly significant contribution/impact to beneficiaries, volunteers, YMCA or the community through a YMCA programme that stands out from the impact made by other individuals or corporations
  - May be given to an individual or corporation
  - May or may not be awarded in a particular year

### **Nomination Eligibility Criteria for Awards**

Award Category	Eligibility Criteria
<b>Four Recipients</b> <b>V1 - YMCA-Lim Kim San Volunteers Programme Outstanding Volunteer Award</b> year	<ul style="list-style-type: none"> <li>▪ The nominee must be a Y Volunteer Leader or Y Core Volunteer</li> <li>▪ In the opinion of the nominator, the nominee has made very outstanding contributions or created a huge positive impact on the reputation, operation or cost savings of the YMCA in his/her leadership role to the YMCA or to its local or international community services programmes in that year. Substantiations/examples required</li> <li>▪ Nominee should preferably have led in at least two structured community services programmes or led in a significant YMCA project</li> <li>▪ For community services-related nominees, must have served in at least one core volunteer group for that year</li> </ul>
<b>Multiple recipients</b> <b>V2 - YMCA-Lim Kim San Volunteers Programme Volunteer Award</b> year (Special Mention)	<ul style="list-style-type: none"> <li>▪ The nominee must be a Y Core Volunteer or Y Volunteer Leader</li> <li>▪ In the opinion of the nominator, the nominee has made commendable contributions to the YMCA or to its local or international community services programmes in that year. Substantiations/examples required</li> <li>▪ Unsuccessful nominees for V1 will be given this award</li> </ul>
<b>Multiple recipients</b> <b>V3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism Award</b> year (Individual)	<ul style="list-style-type: none"> <li>▪ This award is similar to a long service award with recipients receiving it at five year intervals</li> <li>▪ The nominee must have been a Y Core Volunteer for the past five years</li> <li>▪ To continue receiving this award, the nominee must consistently be a Y Core Volunteer each year</li> </ul>

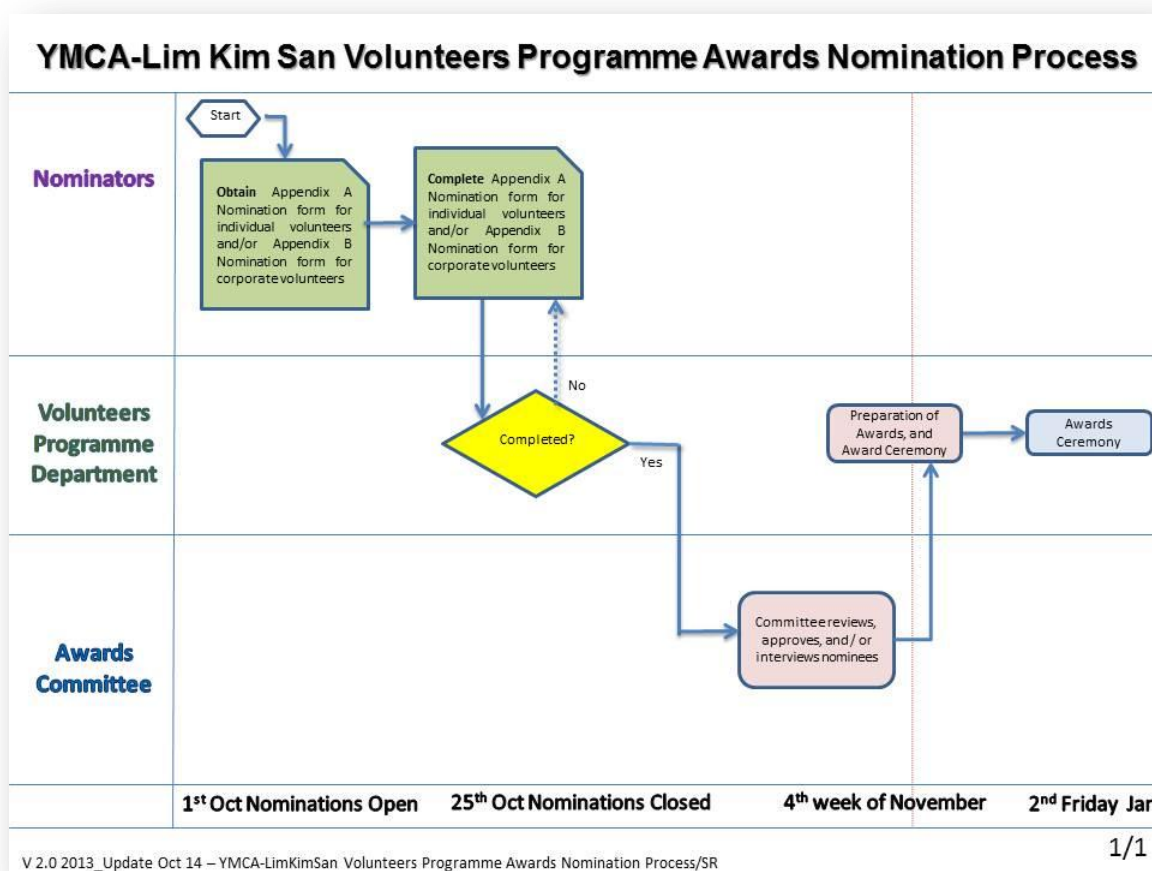
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<p><b>Single Recipient</b> <b>C1 - YMCA-Lim Kim San Volunteers Programme Outstanding Corporate Volunteerism Award</b> <i>year</i></p>	<ul style="list-style-type: none"> <li>▪ Nominated corporation must have supported at least four YMCA community service events/ programmes or have supported a YMCA project that, in the opinion of the nominator, has brought a very significant positive impact on the reputation, operation (including fundraising), or cost savings of the YMCA (substantiations/examples required)</li> <li>▪ The organisation must be a business entity registered in Singapore</li> <li>▪ An organisation with an overseas headquarters but locally-owned interest is also eligible for nomination</li> <li>▪ Have contributed at least 200 volunteer hours to the YMCA or its community service programmes</li> </ul>
<p><b>Multiple recipients</b> <b>C2 - YMCA-Lim Kim San Volunteers Programme Corporate Volunteerism Award</b> <i>year</i> (Special Mention)</p>	<ul style="list-style-type: none"> <li>▪ Nominated corporation must have supported at least three YMCA community service events/ programmes or have supported a YMCA project that, in the opinion of the nominator, has brought commendable positive impact on the reputation, operation (including fundraising) or cost savings of the YMCA (substantiations/examples required)</li> <li>▪ The organisation must be a business entity registered in Singapore.</li> <li>▪ An organisation with an overseas headquarters but locally-owned interest is also eligible for nomination.</li> <li>▪ Have contributed at least 100 volunteer hours to the YMCA or its community service programmes</li> </ul>
<p><b>Multiple recipients</b> <b>C3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism Award</b> <i>year</i> (Corporate)</p>	<ul style="list-style-type: none"> <li>▪ This award is similar to a long service award with recipients receiving it at five year intervals</li> <li>▪ The nominee must have consistently contributed at least 100 volunteer hours each year for the past five years</li> <li>▪ To continue receiving this award, the nominee must have consistently continued to volunteer with YMCA, contributing at least 100 volunteer hours each year</li> </ul>
<p><b>Single recipient</b> <b>S1 - YMCA-Lim Kim San Volunteers Programme Special Achievement Award</b> <i>year</i></p>	<ul style="list-style-type: none"> <li>▪ Any individual or corporate who has made a highly significant, stand out contribution to YMCA in terms of volunteerism, community service, and/or fundraising e.g. championing a new programme, bringing significant improvement to YMCA processes/systems, made significant cost savings to YMCA, help YMCA to raise significant funds, etc.</li> <li>▪ The nominee must at least be a Y Core Volunteer (for individuals)</li> <li>▪ For corporate nominee, the organisation must have contributed more than 200 volunteer hours</li> <li>▪ The nominee's contribution to YMCA for the past three years will also be taken into consideration</li> <li>▪ This Award may not be given if no volunteer meets the criteria or the judging panel ascertain that the contributions from the volunteer is insufficiently significant</li> </ul>

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### Nomination Procedure

- Obtain the YMCA Volunteer Award Nomination Form (Appendix A, for individual volunteers) or the YMCA Corporate Volunteer Award Nomination Form (Appendix B, for corporate volunteers) from the Person-in-charge, Volunteers Programme Department
- Submit the completed form to the Person-in-charge, Volunteers Programme Department
- Volunteers Programme Department will acknowledge each nomination received via email within a week of receipt of the nomination
- All nominations will then be submitted by the Volunteers Programme Department to the YMCA-Lim Kim San Volunteers Programme Awards Committee for review, judging and selection



## **YMCA-Lim Kim San Volunteers Programme Awards Scheme and Criteria**

### **Rules of Nomination**

1. Volunteer Relation Officers (VROs), Head of Departments or leaders of YMCA projects may nominate candidates for the awards
2. All nominations will be reviewed by the YMCA-Lim Kim San Volunteers Programme Awards Committee and selection for the awards will be decided by the committee
3. Each department may nominate a maximum of three candidates per award. The exceptions are the V3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism (Individual) Award and the C3 - YMCA-Lim Kim San Volunteers Programme Sustained Volunteerism (Corporate) Award which will be dependent on the number of individuals/corporations who qualify for the awards
4. All nominations must be seconded by the Head of Department or a Manager
5. Nominations for the awards will open from 1 October. All nominations must be made on the **Volunteer Award Nomination Form** (Appendix A) and submitted to the Person-in-charge of Volunteer Management in the Volunteers Programme Department by 25 October of each year (or the business day before, if 25 October is not a business day).
6. An individual may be nominated for more than one award but he or she may receive only one award
7. Recipients of the YMCA-Lim Kim San Volunteers Programme Outstanding Volunteer Award and the YMCA-Lim Kim San Volunteers Programme Outstanding Corporate Volunteerism Award for the previous year will not be eligible for these similar awards the following year
8. All acknowledgements of nominations will be via email. If the nominator does not receive the acknowledgement email, he/she should contact the Person-in-charge, Volunteers Programme Department

### **Awards Judging Criteria**

The awards judging criteria will be based on the appraisal done by the respective nominators for their nominees. The selection criteria will be based how much an individual practises the core values of the YMCA of Singapore, the performance of the individual or corporate employee volunteers in carrying out the volunteer service, the leadership qualities (for the volunteer leader award) displayed by the individual, and the impact or contributions made by the nominee.

- For individual volunteers:
  - a. The number of points attained in the Character/Values Assessment and Service Performance Assessment. The Character/Values Assessment is based on YMCA's core values of Compassion, Servant Leadership, Honesty, Accountability, Respect and Excellence
  - b. For the YMCA-Lim Kim San Volunteers Programme Volunteer Leader Award, the number of points attained in the Leadership Assessment. This will also be used as a criteria where there is a tie in the other awards
  - c. The Achievement/Impact Assessment will be a qualitative assessment by the YMCA-Lim Kim San Volunteers Programme Awards Committee and will be the key deciding criteria in the event of a points tie or when the points separating the candidates are not more than 5
  - d. In the event that the decision for the recipient of the award is inconclusive even after the Achievement/Impact Assessment, the extent of participation in YMCA programmes, and Other Awards received by the candidate will be used as a deciding factor



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- For corporate volunteers:
  - a. The number of points attained in the nominee's volunteering activities with YMCA and the Service Performance Assessment
  - b. The Achievement/Impact Assessment will be a qualitative assessment by the YMCA-Lim Kim San Volunteers Programme Awards Committee and will be the key deciding criteria in the event of a points tie or when the points separating the candidates are not more than 5
  - c. In the event that the decision for the recipient of the award is inconclusive even after the Achievement/Impact Assessment, the extent of participation in YMCA programmes, and Other Awards received by the candidate will be used as a deciding factor
- Priority for the award will be given to those who have not received the award in previous years in the event of a tie
- All decisions made by the YMCA-Lim Kim San Volunteers Programme Awards Committee are final

### **Other Awards Judging Requirements**

- The YMCA-Lim Kim San Volunteers Programme Awards Committee may ask the nominees to attend an interview as part of the judging process
- The Heads of Department/Managers who are the seconders of the nomination and the nominators are to avail themselves to the YMCA-Lim Kim San Volunteers Programme Awards Committee during the judging process
- All nominations and judging will be handled with the strictest confidence

## **YMCA-LIM KIM SAN VOLUNTEERS PROGRAMME AWARDS COMMITTEE**

The Youth and Volunteer Development Committee will be the body to endorse the judging criteria of the awards and matters pertaining to awards scheme.

The YMCA-Lim Kim San Volunteers Programme Awards Committee will be made up of the Youth and Volunteer Development Committee and two members each from the Community Service Programmes Committee and the International Programme Committee with the responsibility of selecting the recipients of the various awards. The YMCA-Lim Kim San Volunteers Programme Awards Committee will be chaired by the Chairman of the Youth and Volunteer Development Committee.

Volunteers Programme Department will be the secretariat for the YMCA-Lim Kim San Volunteers Programme Awards Committee.

### **Terms of Reference**

The YMCA-Lim Kim San Volunteers Programme Awards committee will meet once a year to select the recipients of the various awards. The meeting (judging day) will be convened by the last week of November of each year to perform the selection and to interview the shortlisted candidates if necessary.