

## Volunteer recognition

**Lymphoma Action is proud to recognise you, our wonderful volunteer community, for the invaluable contribution of time and expertise that you give. Without your support, we simply wouldn't be able to deliver many of our important services and reach more people who are affected by lymphoma.**

We appreciate that volunteers may not support Lymphoma Action with the expectation of being rewarded but we would like to celebrate your volunteering and say thank you.

Lymphoma Action will take every opportunity to recognise volunteers both individually and collectively through a variety of ways:

- Sharing volunteer stories and achievements on our website, social media channels and in e-communications.
- Celebrating volunteering during Volunteers' Week, which takes place 1-7 June every year.
- Sending thanks through emails, cards, letters, e-cards and our volunteer e-news.
- Sending thanks to volunteers on/near their one year 'volunteering anniversary'.
- Hosting online volunteer meet-ups and events, including an annual Volunteer Recognition Event.
- Presenting annual 'Volunteer Service Awards'.
- Nominating volunteers for Lymphoma Action commendation.
- Nominating volunteers for relevant external recognition awards.

### About Volunteers' Week

Volunteers' Week is a national campaign that takes place 1-7 June every year. It's a time to say thanks and recognise the fantastic contribution volunteers make to communities across the UK.

Lymphoma Action plan a variety of activities to celebrate and promote volunteering during the week, for example, social media content, case studies and blogs on the website, 'introduction to volunteering' webinars and hosting our new annual Volunteer Recognition event.

**If you would like to take part in an activity during Volunteers' Week, or you have any ideas or suggestions of how we can celebrate, please speak with the [Volunteering Team](#).**

## About our online Volunteer Recognition event

We will host an annual online Volunteer Recognition event during Volunteers' Week each June. The event will recognise the breadth of skills, expertise, time, support and commitment our volunteers give, and celebrate your achievements.

During the event, we will share what you have all collectively achieved over the past year and how each role has made a difference to our work and people affected by lymphoma.

We will present volunteers with 'Service Awards' based on their length of service, starting from five years, and recognise volunteers who have been nominated for individual commendation.

## About our Volunteer Service Awards

We are proud of our volunteer's dedication and would like to recognise your commitment through our 'Volunteer Service Awards'.

Service award badges will be presented on an annual basis at our online Volunteer Recognition event, during Volunteers' Week in June.

### Service Award Guidelines

- Service Awards will start from five years of volunteer service, then every five years thereafter - 10, 15, 20, 25, 30.
- Pin badges will be presented based on length of service from when you first started volunteering with the charity.
- Individuals receiving an award must be a current volunteer with Lymphoma Action.
- Awards will be presented at the annual Volunteer Recognition event hosted during Volunteers' Week in June.
- Volunteers who joined the charity during the months of January to May will be eligible to receive an award at this year's event. Volunteers who joined during the months of June to December will receive their award at next year's event.
- Accumulated continuous service will be recognised where volunteers may take a break from their volunteering.

## About individual commendation

We would like to celebrate the individual contribution of volunteers and commend 'outstanding contribution'.

Staff members and volunteers will be invited to nominate individuals to recognise the positive impact made to our services, our work, and/or people affected by lymphoma.

## Nomination guidelines

- All current volunteers are eligible to be nominated for commendation, including volunteers who may be taking a break from their volunteering. Individuals can also be nominated posthumously.
- Nominations can be submitted by any member of staff or a current volunteer, and you can nominate as many volunteers as you wish.
- If you would like to nominate a group of volunteers, it is fine to do so. However, nominations will be presented on an individual basis, with an acknowledgement of their group contribution.
- Volunteers will be eligible to be nominated in subsequent years, but it must be for a different reason and/or circumstance than what they've previously been nominated for.
- The Volunteering Team will keep all nominations anonymous, and we won't disclose who has put the volunteer forward for commendation.
- The Volunteering Team will review the nominations that have been submitted. If we have a query about the nomination, we will liaise with the relevant staff member / team.

## What can volunteers be nominated for?

Nominations should meet the criteria that a volunteer has gone 'above and beyond' during their volunteering through outstanding contribution. You will have the opportunity and freedom to choose why you might nominate volunteer(s), and we have listed some examples below - please note this is not exhaustive:

- Demonstrating our values – *focused, empowering, trusted, innovative, collaborative*.
- Involvement that has helped drive the success of a project, event, service or fundraising.
- Involvement, support, and/or adaptability to changes in service or volunteer roles.
- Offering additional support to the service, their role, the Charity, other volunteers or staff on a one-off occasion or on a more regular basis.
- Level of support and involvement exceeding what is needed for the role.
- Taking on additional volunteering responsibilities.

It's important to note that the involvement of each volunteer will not be compared to others. Individual circumstances, availability, skills, and experience are unique to them, as well as what is needed for their volunteering role(s).

We're also not necessarily trying to recognise volunteers who have contributed the highest number of hours or those who volunteer in the most roles. However, nominations for these reasons can be put forward if you feel this should be recognised as outstanding contribution.

**If you have any questions about our volunteer recognition initiatives, or any ideas or suggestions, please contact the [Volunteering Team](#).**