

|  |
| --- |
| Volunteer Awards |
| **Entry preparation form** |

This form is designed to help you prepare your entry and assess your word count prior to submission. All entries must be submitted through the [online awards portal](https://healthcareawards.awardsplatform.com/) <https://healthcareawards.awardsplatform.com>. **Do not upload this document directly during the submission process.**

**Word count**

The total word count for your entire entry must not exceed 1750.

The online nomination portal has been set with a maximum of 600 words per criteria to give you some flexibility in how you use the word count across your entry.

**Supporting materials may be supplied as follows:**

1. Maximum file size is 5MB per piece.
2. The following file types will be accepted as attachments: Word, Excel, pdf, jpeg or ppt.
3. One supporting document (maximum of 3 single-sided A4 pages) consisting of letters of support or evidence of achievements can be submitted with the nomination form. Letters of support can also include the consumer's perspective. If you provide more than 3 single-sided pages the additional pages will be deleted.
4. Provide website URLs to a publicly accessible campaign or active URL of a landing page. Please ensure any applicable usernames and passwords are provided and active.

Please do not upload any further written material as the judges will not consider these. The written component of your entry should be fully explained within the provided form fields.

## Entry

Fill in your entry details below.

|  |  |
| --- | --- |
| **Summary** | *When submitting your entry in Award Force you will be asked to provide a brief (max. 100 words) summary of the impact the nominated volunteer/team has had on Victorian public healthcare.**The summary should be suitable for the general public and written from a third-person perspective.**If you are a finalist, this summary will feature in our communications. It will not be assessed or scored as part of your entry.* |
| **About the nominee/team** |  |
| **Reason for nomination** |  |
| **Benefits to the community** |  |
| **Innovation and excellence** |  |

|  |
| --- |
| To receive this document in another format, email the Victorian Public Healthcare Awards Team <healthcareawards@health.vic.gov.au>.Authorised and published by the Victorian Government, 1 Treasury Place, Melbourne.© State of Victoria, Australia, Department of Health, March 2024.Available at the [Victorian Public Healthcare Awards website](https://www.health.vic.gov.au/VPHAwards) <https://www.health.vic.gov.au/VPHAwards>. |