Tutor Recognition Award 2024 Nomination Pack

U3A Network Victoria is calling for nominations for the 2024 Tutor Recognition Award to recognise the significant role tutors and activity leaders play in our movement.

SUMMARY

* To nominate a tutor or activity leader, you need to download and complete the Tutor Recognition 2024 Nomination Form which can be found here on Network’s website.
* Once completed, email it to Network via [info@u3avictoria.org.au](mailto:info@u3avictoria.org.au) by Thursday, 30 May 2024.
* Successful nominees will be announced at the U3A Network AGM in September.
* For assistance with the documents, contact Network at [info@u3avictoria.org.au.](mailto:info@u3avictoria.org.au)
* For further information on the award, contact John Taubman, Chair of the Tutor Recognition Award Selection Panel at [john.taubman@u3avictoria.org.au](mailto:john.taubman@u3avictoria.org.au)

# ELIGIBILITY

* Any Victorian U3A senior committee member or Network Committee member is eligible to nominate a tutor.
* All nominations must submit a completed Tutor Recognition Award 2024 Nomination Form.
* All nominations must be received by Network by 30 May 2024
* All nominations must be endorsed by their U3A committee to be accepted.
* There is a maximum of 2 nominations per U3A, per year.
* A photo of the tutor is needed before the recipient of the award can be displayed on the U3A Network Victoria’s Honour Roll.

# SELECTION CRITERIA

The following selection criteria will apply to award nominations.

* Innovation in the development and presentation of courses, particularly new courses.
* Excellence in course conduct and presentation.
* A high degree of commitment to the ideals and purpose of U3A Network.
* Highly positive feedback from attendees.
* Mentoring or support of other tutors.

# NOMINATION PROCESS

1. Fill in all sections of the Tutor Recognition Nomination form. This form can be downloaded and typed into.
2. Email the completed form to Network via [info@u3avictoria.org.au](mailto:info@u3avictoria.org.au) by 30 May 2024.
3. Short listed nominations might be contacted by Network for further discussion of their submission. This stage may require you to provide additional information and a photograph of the nominee.
4. Successful nominees will be announced at the U3A Network AGM in September 2024.

# THE AWARD

The award consists of a certificate for the tutor or activity leader and inclusion in the online Honour Roll, posted on the U3A Network Victoria website.

# NOTIFICATION OF AWARD

It is expected that the awards will be presented at U3A Network Victoria’s Annual General Meeting.

# SAMPLE NOMIATION FORM QUESTIONS

# In the application form you will be asked to provide a citation describing the achievements of the tutor. You’ll be given prompts to set out what the nominee has done and why you think they should be recognised. You can include things like:

* + Examples of how they have demonstrated outstanding qualities.
  + What they have done to make things better for others.
  + The role(s) or area(s) in which they have excelled.
  + What is noteworthy about your nominee, as a tutor.

# SUPPORT

If you need assistance with the documents, please contact the Network Office on [info@u3avictoria.org.au.](mailto:info@u3avictoria.org.au)

For further information on the award, contact: John Taubman, Chair of the Tutor Recognition Award Selection Panel on [john.taubman@u3avictoria.org.au](mailto:john.taubman@u3avictoria.org.au)