



Poppyscotland Award Nomination Companion Booklet

A guide for nominators, volunteers and volunteer leaders

Why We Recognise Volunteers

The President's Award and recognition program celebrates the outstanding contribution made by volunteers across Scotland.

We believe recognition helps volunteers feel valued; feel a part of all we do, strengthens retention, encourages recruitment and highlights the impact volunteers make in supporting Scotland's Armed Forces community.

The Recognition Journey

We have 3 categories now rather than 1 and they are;

- **President's Award**
- **President's Recognition**
- **Poppyscotland Recognition**

The President's Award is the highest volunteer honour within Poppyscotland and is reserved for exceptional achievement, impact and service.

Recognition Principles

Recognition is fair, transparent, inclusive, consistent, evidence-based and aligned to Poppyscotland values

How Nominations Are Assessed

All nominations are reviewed against a consistent assessment framework to ensure the process is fair, transparent and evidence based. Nominations are assessed on the information and evidence provided rather than personal knowledge of the nominee.

Assessors will look for evidence of:

- Commitment and reliability
- Positive impact and outcomes achieved

- Initiative, innovation and leadership
- Living Poppyscotland's values
- Going above and beyond expectations

Attention is given to the difference a volunteer has made, the people who have benefited and the evidence provided to support the nomination. Strong nominations demonstrate measurable impact as well as dedication and commitment

What Makes a Strong Nomination?

The strongest nominations:

- Focus on outcomes rather than activities
- Include specific examples and achievements
- Explain the impact on people, communities or fundraising
- Demonstrate Poppyscotland values in action
- Clearly show why the contribution is exceptional

Who Can Be Nominated?

To ensure recognition is accessible, inclusive and representative of the many ways volunteers support Poppyscotland, nominations are welcomed for:

- Active volunteers who have made a meaningful contribution through their volunteering activities.
- Volunteer leaders who demonstrate commitment, leadership and positive influence within the volunteer community.
- Volunteer teams, committees and groups whose collective efforts have achieved significant impact.
- Volunteer fundraisers who have demonstrated exceptional fundraising achievement, creativity and community engagement.
- Volunteers who have been active during the previous 12 months and can demonstrate contribution, impact and alignment with Poppyscotland's values.

All individuals nominating should be able to provide evidence of what they believe the achievements and the positive difference through contribution have been achieved to benefit Poppyscotland, its volunteers, supporters or the wider community.

Who Cannot Be Nominated?

To ensure fairness and consistency, the following are not eligible:

- Self-nominations. Recognition should be supported by the observations and endorsement of others.
- Paid employment activities. The awards recognise volunteer contribution rather than contractual responsibilities.

- Active conduct, disciplinary or safeguarding cases. Nominations may be reconsidered once any investigations have concluded.
- Ineligible nominations that do not meet the published criteria or evidence requirements.

Award Categories

- **Outstanding Individual Volunteer**
- **Outstanding Volunteer Team**
- **Outstanding Fundraiser**

Poppyscotland Values & Behaviours

- **Compassion** - Supporting and including others with empathy and understanding.
- **Courage** - Taking initiative, embracing challenges and finding solutions.
- **Accountability** - Being reliable, professional and responsible for commitments.
- **Collaboration** - Working positively with others to achieve shared goals.

What Makes an Exceptional Nominee?

- Exceptional impact
- Sustained commitment
- Leadership and influence
- Innovation and initiative
- Community benefit
- Living Poppyscotland values

Completing the Nomination Form

The nomination form asks nominators to provide evidence against five criteria: Commitment & Reliability, Impact, Initiative & Innovation, Living the Values, and Going Above & Beyond.

- What happened?
- Why was it important?
- Who benefited?
- What changed?
- How do we know?

Examples of Strong Evidence

Fundraising results, volunteer recruitment figures, event outcomes, testimonials, community feedback, media coverage and reports.

Examples of Weak Evidence

General comments without examples or measurable outcomes.

Nomination Checklist

- ☐ Achievements clearly described
- ☐ Impact explained with outcomes
- ☐ Beneficiaries identified
- ☐ Evidence included
- ☐ Values demonstrated
- ☐ Exceptional contribution explained
- ☐ Overall recognition statement completed

Key Message

Recognition is awarded for merit and achievement. Submission of a nomination does not guarantee an award outcome. The strongest nominations tell a compelling story, supported by evidence, that demonstrates exceptional contribution and impact.