



**Volunteer Centre**

**Havant**

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4 June 2010

Dear Colleague

**Havant Volunteer Centre “Celebration of Volunteering” Event 2010**

Havant Volunteer Centre invites you to celebrate and acknowledge the time and energy given by volunteers in your organisation at an event at The Civic Offices in Havant at 12.30 on **Friday 6<sup>th</sup> Aug 2010**.

This event is being supported and sponsored by Havant Borough Council, and Councillor Yvonne Weeks, Mayor of Havant, will be presenting award certificates to nominated volunteers at the ceremony. Entertainment and light refreshments will be provided.

**Which organisations can take part?**

Any voluntary, community, or statutory group that is a member of Havant Council of Community Service (HCCS).

If your organisation is not yet a member, it is easy to join. Membership is free and information about the benefits of joining HCCS together with a membership pack can be downloaded from the website [www.havantccs.org.uk](http://www.havantccs.org.uk) on the ‘HCCS Publications’ page.

**Who can be nominated?**

Any volunteers within your organisation who meet the criteria listed below. We particularly welcome nominations from organisations who have not taken part in this event before. When thinking about whom to nominate don't forget your trustees, committee members, young people and volunteers who help out at sports and social clubs.

Volunteers nominated must:-

- be volunteering in the Borough of Havant or volunteering for an organisation based in the Borough.
- have given 100 hours of service over the past year or have volunteered for a period of five years or more\*

\*Youth certificates for Young People aged between 14-25 will be awarded for a minimum of 25 hours voluntary work.

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Havant Volunteer Centre would like to ensure that as many members of HCCS as possible have the opportunity to nominate their volunteers. So we would ask you to select up to a maximum of 4 volunteers and avoid putting forward those who have been nominated in previous years.

**How do I nominate a volunteer?**

Please complete the enclosed nomination form and return it to HCCS no later than **Thursday 1<sup>st</sup> July**.

Yours faithfully

Claire Coxwell  
**Havant Volunteer Centre Co-ordinator**