

Sample form, not for offline completion.

Visit <https://valuesinpractice.awardsplatform.com> to enter.



## Unsung Hero award

We want to celebrate the ways colleagues across the organisation are constantly working together to make Sue Ryder a better place to work or volunteer. This award will recognise a real team player who does a brilliant job day-in, day-out, whilst role modelling healthy workplace practices and behaviours. They always show up, help others, and make a big difference. Through their positive attitude, their hard work and the way they **communicate** and **collaborate** with others, this staff member or volunteer will play a vital role in ensuring the work of their team runs smoothly and is delivered to the highest standard.

- There are eleven awards to be won at our **Sue Ryder Values In Practice Awards**. These awards are split into four categories: three centred around our Sue Ryder values – Supportive, Connected and Impactful – and a set of overall awards too.
- Select options from the drop-down boxes below to choose which award to nominate your #SueRyderValuesInPractice for.
- You must fill in all the boxes on the nomination form unless they are marked as optional.

**If you have any questions or need any help, please contact [learning.team@sueryder.org](mailto:learning.team@sueryder.org).**

Nomination title

- Once you submit your nomination, your nominee will be contacted to confirm they are happy to be nominated. **It is therefore essential that we have accurate contact details for all nominees, so that we can check they are happy for their nominations to be progressed and submitted for judging.**
- You must complete all the boxes below unless they are marked as optional.

What is the nominee's first name?

What is the nominee's last name?

What is the nominee's email address?

If they have (and use) a Sue Ryder email address, please use that. If not, a personal email address will be fine.

What is the nominee's contact number? (optional)

What is the nominee's job role?

Which Directorate does the nominee work or volunteer in?

- Healthcare
- Retail
- Fundraising
- Corporate Services

Which location does the nominee work or volunteer in?

Homebased

London Office

Northampton Retail Office and Distribution Centre

Retail Region 1

Retail Region 2

Retail Region 3

Retail - Volunteer

Sudbury Office

Sue Ryder Duchess of Kent Hospice

Sue Ryder Leckhampton Court Hospice

...

Is the nominee a volunteer?

- Yes

No

What is the best way to contact the nominee?

Email

Telephone

Either email or telephone

What is the email address for the nominee's line manager? (optional)

**To comply with GDPR legislation, please select this box to confirm that you are not sharing sensitive personal information about your nominee without their express permission.**

Do not share sensitive personal data, this includes sharing information about an individual's mental or physical health or sexual orientation, as examples.

Please provide a brief overview (maximum of 100 words) of why you are nominating this individual or team for the award. 100 words

Please provide evidence/examples of what you are nominating the individual for, for the Unsung Hero award. 300 words

This is the space for you to talk about your nomination in more detail. Please consider the following: - What is it that this individual has done that has really stood out? - What evidence/examples do you have to show how they are making a positive impact to those around them? - In what ways do they collaborate with others that makes it so successful? - How do they role model excellent boundaries and wellbeing?

Over what time period has this taken place? 50 words

This is to gives judges an idea of the input and impact of actions or activities. Things to consider: - Did this take place over a short or long period of time, e.g. over over week or 6 months? - Was it a single instance or repeated instances/behaviour?

What difference has this made? 200 words

This section of your nomination is key for the judges' decision-making. Some things that may be relevant to consider in your response: - The impact or outcome of the actions/activities/project etc. - Has this improved finances? - Has this had a positive impact on our brand, or reputation, and how? - Has this improved team/Directorate or organisation performance? - Has this had a positive impact on our service users or supporters' experience and what is this impact? - What if this hadn't have happened?

**Please select this box to confirm that this entry is true and accurate to the best of your knowledge.**

This section is **optional**. Please proceed to **submit entry** at the bottom of the screen if you have nothing to add.

You may upload the following to support your nomination, if you feel this will add value to the nomination:

- Supporting evidence for a project that you are nominating
- A photo to show an outcome discussed in a nomination, such as a shop window display
- Upload JPEG or PDF files. Maximum file size is 5MB per piece. A maximum of five pieces can be uploaded with your entry.

Please **do not** share any **sensitive information** or any **photos that you do not have permission** to share.

Please **do not** upload any **further written material** as the judges will not consider these. The written part of your nomination should be fully explained within the previous form fields.

Type of attachment (optional)

	▼
Audio recording	
Photo	
Document	
Other supporting evidence	