



HEINZ HARANT AWARD

PREPARATION BEFORE SUBMISSION

Here are a few things you will need to gather prior to submission of the online Heinz Harant Nomination form, due by **4pm Thursday, 2nd April 2020**

Please gather the following information prior to commencing the online application.

Contact Details

You must supply the following details for the Nominee, Nominator and Secunder.

- Address
- Phone number
- Email

Details of Nomination

You must provide a written response explaining: *How has the nominee, through voluntary service with Arc, made a significant contribution to Arc (or its legacy organisation), UNSW and UNSW students (1000 words or less)?*

Written References

Written references are essential (references from Arc staff are accepted). You may submit as many written references as you please (minimum of one).

We advise you have the references typed up in Microsoft Word and either attach the files / copy & paste the information to the online form.

You must supply the following details:

- Name of Referee
- Position/ Relationship to the Nominee
- Phone contact
- Email
- Written reference explaining: in your experience, how has the nominee made a significant contribution to Arc, it's legacy organisations, UNSW, and UNSW students? (100 words or less)

Who to contact for assistance

Anna Giovanaki Administrative Officer
Location: Arc @ UNSW Limited, level 3, Basser College, Kensington NSW
Email: a.giovanaki@arc.unsw.edu.au
Phone: 02 9385 9826

Important information you should know

- It is the aim of Arc @ UNSW Limited ('Arc') to recognise and honour the valuable and exemplary volunteer service of over 25 years by Mr Heinz Harant to the University of New South Wales ('UNSW'), through the presentation of the Heinz Harant Award.
- Nominations may be accepted from the following:
 - A student member of Arc; or
 - An associate member of Arc; or
 - An alumni member of Arc; or
 - A staff member of Arc; or
 - A staff member of UNSW
- All nominations must be accompanied by a seconder.
- Nominators, seconders and referees may be interviewed as part of the determination of the Heinz Harant Award.
- Please provide the contact details of the nominee, nominator and seconder and the contact details of all referees. Referees may include Arc Managers or staff.
- We may invite the parents/ guardian of each nominee to attend Arc's Annual Dinner. The nominator must provide the nominee's parents/ guardian's mobile number and if possible their email address.
- Self-nomination is unacceptable. If it is found that a nominee has written their own nomination they will be excluded from the deliberations. Nominators may however liaise with the nominee to obtain required information.
- Arc will provide a list of the Arc volunteer programs the nominee has been involved in, to the Nominations and Remuneration Subcommittee for consideration.
- The Nominations and Remuneration Subcommittee will NOT consider non-Arc activities. Please do not discuss these activities on the nomination form.

Due Date

Nominations open on **9AM Monday, 17th February 2020** and close at **4pm Thursday, 2nd April 2020**. Please note that late nominations will not be accepted.