

Tutor Recognition 2024 Nomination Form

**Applications close on Thursday, 30 May 2024.**

[Click here to access information about the Tutor Recognition Awards.](https://u3avictoria.org.au/nominate-your-tutor-2023)

To submit your nomination: download this form, type directly into it, and then email it to [info@u3avictoria.org.au](mailto:info@u3avictoria.org.au). If you need assistance with this document, 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 Awards Selection Panel at [john.taubman@u3avictoria.org.au](mailto:john.taubman@u3avictoria.org.au)

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| **DETAILS OF THE TUTOR THAT YOU ARE NOMINATING** | |
| Name: |  |
| Position: |  |

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| **DETAILS OF THE SENIOR COMMITTEE MEMBER NOMINATING THE TUTOR** | |
| Name of senior committee member nominating the tutor: |  |
| U3A: |  |
| Email address: |  |
| Contact phone number: |  |
| Committee Position: |  |

***Nominations must be endorsed by the tutor’s U3A committee to be accepted.***

1. Is this Tutor endorsed by their U3A committee?

 Yes  No

1. In which of the following areas has your tutor excelled? (Select all relevant).

 Innovation in the development and presentation of courses, particularly new courses.

 Excellence in course conduct and presentation.

 Highly positive feedback from attendees.

 Mentoring other tutors.

 Other (please specify)

1. Please provide a citation describing the achievements of the tutor.

Using question 2 as a prompt, set out what the nominee has done and why you think they should be recognised. Every nomination is different so there is no single way to approach this. Just tell us what you think is particularly noteworthy about your nominee as a tutor.

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.

You can also see examples of citations about previous award winners on Network’s Honour Roll at [https://u3avictoria.org.au/gallery-1/tutor-](https://u3avictoria.org.au/gallery-1/tutor-excellence-awards) [excellence-awards](https://u3avictoria.org.au/gallery-1/tutor-excellence-awards).

The maximum word limit for the citation is 200 words, as it needs to fit on the award certificate. If successful, this citation will be read out at the Network’s AGM and added to Network’s Honour Roll. This is your opportunity to highlight why you think this tutor deserves this recognition.

CITATION

(Max 200 words). If successful, the citation is included on the award certificate, read out at the Network’s AGM, and added to Network’s Honour Roll. This is your opportunity to highlight why you think this tutor deserves this recognition.

1. Please provide a photograph of the tutor.

A photo of the tutor is needed before the recipient of the award can be displayed on the U3A Network Victoria’s Honour Roll.