

WRITING AWARD WINNING NOMINATIONS

For those interested in nominating an
individual or group for the
2012 Governor's Volunteerism &
Community Service Awards

General Hints and Tips

- ▣ Nominators play a crucial role in the nominating process
- ▣ Remember that the judging panel is relying on the nominator's descriptive words and examples to “see” your nominee's attributes and contributions

- ▣ Source: Adapted from “Writing Award Winning Nominations” article written by Mary V. Merrill, L.S.W. , and published in *Volunteer Management Review*TM, 2004

Step 1

- ▣ Read the nominating form instructions and “Frequently Asked Questions” very carefully
- ▣ Be sure to adequately answer all of the questions in the order specified
- ▣ It is especially sad to see a nominee eliminated because critical, required information has been overlooked or omitted

Consider Judging Panel Perspective

- ▣ Always remember that the judges will be reviewing and scoring multiple nominations
- ▣ Judges will be looking carefully for information specified in the nomination instructions
- ▣ Don't force the judge to hunt for that information, thus making it more difficult for them to score the nominee's accomplishments
- ▣ The scoring tool tracks exactly with the questions asked in the nomination instructions

More on Judging Panel Perspective

- ▣ Remember that the judges do not know anything about nominee and thorough descriptions are key
- ▣ Avoid the use of too many pronouns, run-on sentences and acronyms (spell them out completely before using later in the narrative)
- ▣ Make sure to proofread your statements; grammatical errors and misspelled words detract from the quality of the nomination

Online Nominations

- ❑ The online nomination tool is set up to almost force the nominator to submit the information in the order described in the nomination instructions
- ❑ Judges have reported that the nominations submitted online tend to take less time to evaluate and score because the nomination information is organized to work with the scoring tool
- ❑ Before submitting an online nomination, we recommend that the nomination narrative be written and saved electronically as a Word or other comparable document to allow the nominator to “cut and paste” the information into the appropriate section of the online form
- ❑ The online form does not have a “start, save and finish later” feature and it can be frustrating to lose the nomination information and start over!

Responding to Nomination Narrative Questions

- ▣ Be concise and direct and support what you have to say with observation and fact
- ▣ Give specific examples to reinforce what you are saying
- ▣ Talk to your nominee, ask them the questions and listen for information you can use to support your own thoughts and ideas
- ▣ Call people that work for and with the nominee
- ▣ Gather as much information as possible

Drafting the Nomination Narrative

- ▣ Organize your thoughts carefully and follow the nominating form instructions and questions to be addressed
- ▣ Focus on key questions on the nomination form
- ▣ Describe leadership abilities and how the nominee has made a difference in the community through volunteerism
- ▣ Share personal skills such as listening, team-building, collaboration, creativity, and professionalism

More on Drafting the Nomination Narrative

- ▣ Share what stands out and makes your nominee outstanding
- ▣ How have the nominee's accomplishments made an impact? Provide details and examples
- ▣ Create a unique picture of your nominee by describing unique characteristics that are more than just what a great or nice person the nominee is
- ▣ Choose one or two qualities that make your nominee truly outstanding and give specific examples

Submit Complete Nomination Materials on Time!

- ▣ Make sure to submit the nomination narrative and the two letters of support by the deadline of 5:00 p.m. on Monday, February 6, 2012
- ▣ The complete nomination narrative and two letters of support must arrive (not postmarked) by the deadline

Questions?

- ▣ Contact Cathy Walker in the Office on Volunteerism and Community Service (OVCS)
- ▣ Toll-free: 1-800-638-3839
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