

NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be **typed, double-spaced, 12 size font**, on 8½ x-11 inch paper. A binder and tabs are no longer needed; a folder is sufficient enough to hold a nomination and any documentation.

B. Standard Nomination Form

This form must be the first page of every written nomination and must be completed and signed by all required individuals. (*This can be found on the website under “Recognition”*)

C. Statement of Accomplishment

This statement must begin and end on the second page. It must briefly describe the nominated individual's or group's accomplishment, the **dates** the accomplishment occurred within the judging period (January 1 – December 31, 2019), the manner in which the accomplishment was achieved, and the results or benefits derived from the accomplishment. If the nominee is selected for an award, this statement will be used for various dissemination and shared-learning purposes.

D. Narrative

This descriptive narrative may begin on the same page as the Statement of Accomplishment. It must focus on the details of the actual accomplishment and include any necessary background information that explains why the accomplishment was exceptional to the association or agency. The narrative should be between 1-10 pages in length.

E. Documentation

The narrative must be supported *only* by **documentation** that relates directly to the accomplishment activities on which the nomination is based. The documentation may be flyers, articles, endorsements, recommendations, testimonials, etc. The articles and newspaper and other periodical clippings must be identified by date and source. Any photographs and news items less than 8½ x 11 inches in size must be *mounted* on 8½ x 11-inch paper. There should be a minimum of one item and a maximum of five documents in this section.