



NOMINATION SUBMISSION COMPONENTS

A. Nomination Presentation

The nomination must be typed, double-spaced, 12 size font, on 8½ x-11 inch paper. All nominations can either be sent in the mail or emailed by the deadline date of March 1, each year. You can also send in your nomination submission, along with any documentation to the second Vice-President Arlene Baustia electronically at: ajosebautista@gmail.com

B. Standard Nomination Form

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

C. Narrative

This descriptive narrative must focus on the details of the actual accomplishments, etc. 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.

D. 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.