

You'd Better Recognize!

Writing Winning Award Nominations

Prepared by the Awards & Professional Development Committee, November 2011

Short-n-Sweet Nomination Writing Strategies...

Before You Start Writing...Tips from NASA!

- What makes a “winning” nomination?
- **Write what great things your colleagues are doing**
- **Be specific in how the nominee met the award criteria**
- *Give specific examples that explain why* someone deserves to be recognized.
- **Review and ask for clarification** about nomination criteria.
- It's the **quality** not quantity of the nominations!
- Follow the directions!
- Help the selection committee “see” your nominee’s attributes and contributions. Speak from your heart!
- Cite specific examples—use descriptive language and a situation or example that shows the attribute.
- Avoid too many pronouns and run-on sentences. Make the narrative clear and easy to read.
- Proofread your statements.
- Say it like it is.
- Leave fancy words out.
- Use concrete examples.
- Communicate sincerity and personal commitment.
- Avoid sweeping generalities and make every sentence count.
- Identify the person you want to nominate and *start the process early*.
- Get a copy of the **nominee’s c.v./resume** and identify ways in which he/she meets the criteria.
- **Organize your letter effectively**,
- Have others review and critique your work.
- **Solicit letters of support from others** whose reputations will help the nominee be considered favorably. Supply helpful information to the writers of supporting letters.
- **Have someone check the final draft for typos and mistakes** before you submit.

For More-Detailed Nomination Writing Support...

- **Talk with your nominee and those who work with the individual to identify specifics about their leadership.**
- **Share how your nominee reflects core values and beliefs regarding service.**
- **Share examples of how your nominee has served as a role model and/or mentor for others.**
- **Describe unique characteristics that are more than just what a great or nice person this nominee is.**

Remember, It Begins with YOU!

- **Nominators play a critical role in the nominating process. Here are some tips/strategies to help you as you move forward:**
 - **Read the nomination form very carefully.**
 - **Always assume that the judge/reviewer does not know your candidate.**
 - **Don't think you have to keep your nomination a secret or do it by yourself.**
 - **Organize your thoughts carefully and follow the nomination form and personalize.**
 - **Share what makes that person special.**

Some Examples

Theme/Thesis Statement Examples

_____’s contributions to general and professional education could well be summed up as building bridges. In ten years as a full-time professional faculty member with a joint appointment in _____ and the _____, she has worked on bridges related to courses, programs, departments, and professions.

_____ has taught and administered programs at Brigham Young University for more than 25 years, most of that time as a part-time teacher. She exhibits the kind of work ethic and professionalism that one wishes were characteristic of all full-time faculty. To find such constant striving to improve in a part-time faculty member—when there are virtually no extrinsic motivations or rewards for doing so—is truly admirable. I believe the time has arrived to formally and materially acknowledge’ s significant contributions to the university.

Supporting Details...

Even more specific by use of an anecdote:

When _____ became _____, her focus changed to national issues. She set up the state grassroots liaison structure, which enabled the organization to develop relationships with Utah’s senators and representatives. She was always very enthusiastic about _____’s public policy issues. I attended the _____ Legislative Symposium with _____ in March 1997 in Washington, D.C. She arranged for us to visit every single senator and representative from Utah in one day while we were in Washington. We had students with us and had to travel to different buildings in the rain. She kept us all together and guided the discussions we had with each office. The visits were a great success because we were able to educate the representatives about _____. Every member of Congress, especially Senator Hatch, was surprised and impressed by the education of _____ and our contribution to the health care team.

Specific through use of numbers:

The best reflection of Dr. _____’s skills lies in her student outcome. During the last four years, BYU has placed 83% of the didactic graduates who apply for internships. Much of this is due to the extensive time and preparation _____ puts into their learning experiences and professional application procedures.

To set _____’s achievements in context, I would first like to outline the remarkable range of courses she has taught since 1976, when she joined the part-time faculty in the BYU _____ Department. She has taught mainly in the general education curriculum, including _____ as well as five of the six advanced _____ courses offered in that department: _____ 252 (now 314), 312, 313, 315, and 316. She has also taught numerous sections of an introductory course for _____ majors, _____. Her desire to diversify and become proficient in teaching various courses no doubt led to her selection as a temporary full-time lecturer in the _____ Department from 1994-97.

References: http://nasapeople.nasa.gov/awards/winning_nominations.htm, http://fwa.byu.edu/nomination_letters.doc, <http://www.merrillassociates.com/topic/2003/10/writing-award-winning-nominations/>, <http://www.docstoc.com/docs/22235977/How-to-write-an-award-nomination>