

Award Nomination Guide

Student Leadership Programs

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Crafting a compelling nomination is a skill that celebrates excellence and recognizes outstanding contributions. This guide aims to provide you with valuable insights, tips, and a structured approach to articulate the achievements of your nominees effectively.

Introduction: Begin with a compelling opening that captures attention and sets a positive tone. Express enthusiasm for the opportunity to nominate your peers.

Background: Provide a brief background of the nominee, highlighting their role, responsibilities, and any relevant achievements or contributions.

Achievement Overview: Clearly outline the specific achievements or contributions that make the nominee deserving of the award. Be specific, focusing on measurable outcomes and positive impacts.

Impact on the Team/Project: Describe how the nominee's actions positively influenced the team or project. Highlight any challenges they overcame, and the overall improvement brought about by their contributions.

Unique Qualities and Contributions: Identify and elaborate on the nominee's unique qualities, skills, or approaches that set them apart. Include examples that demonstrate their exceptional qualities.

Personal Testimonials or Anecdotes: Include quotes or anecdotes from team members or stakeholders who have witnessed the nominee's contributions. This adds a personal touch and reinforces the impact of their actions.

Consistency and Long-Term Impact: Discuss the nominee's consistency in demonstrating excellence and how their contributions have had a lasting impact. Highlight any ongoing efforts that showcase their commitment.

Alignment with Award Criteria: Clearly demonstrate how the nominee aligns with the specific criteria for the award. Provide evidence and examples that directly support each criterion.

Conclusion: Summarize the key points, reiterating why the nominee is an outstanding candidate for the award. Conclude with a strong statement expressing confidence in their deserving recognition.

Please see the next page for a sample nomination.

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Award Nomination Example

I am thrilled to recommend Alex Williams, our Campus Events Coordinator, for the Student Leadership Excellence Award. Alex has shown exemplary leadership and organizational skills in spearheading various campus events throughout the academic year. Notably, the successful execution of the annual Spring Festival, which saw a record-breaking attendance of 500 students, is a testament to Alex's dedication and event management acumen. Beyond the quantitative achievements, Alex's ability to collaborate effectively with student groups, engage diverse perspectives, and ensure inclusive programming has significantly enriched the campus community. Colleagues, including fellow student leaders and faculty advisor Professor Rodriguez, praise Alex for their tireless efforts, positive demeanor, and creative event concepts that resonate with the student body. Alex's continuous commitment to enhancing campus life, coupled with their initiative in mentoring new event planning committee members, exemplifies the leadership qualities sought after by the Student Leadership Excellence Award. I am confident that Alex's impact on campus and their embodiment of leadership excellence make them an outstanding candidate for this prestigious recognition. For any further information or inquiries, please don't hesitate to contact me.