



UNITE VERMONTERS  

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CHANGE LIVES

Tips for Writing an Effective Award Nomination

# THE VERMONT GOVERNOR'S SERVICE AWARDS

# IN GENERAL...

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- ✘ **Nominators play a critical role in the nominating process -- The judging panel is relying on the nominator's descriptive words and examples to, in effect, "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™, 2004*

# CONSIDER THE JUDGING PANEL PERSPECTIVE

- ✘ Keep in mind that judges will be reviewing and scoring multiple nominations; yours must stand out in some way
- ✘ The nomination form is basically a vehicle for “telling a story” by addressing:
  - + The nominee’s accomplishments
  - + The nominee’s impact on the community, and
  - + The potential for the nominee to serve as a role model for others.

# CONSIDER THE JUDGING PANEL PERSPECTIVE

- ✘ Remember that the judges often know nothing about the nominee and her/his volunteer efforts; thorough descriptions help
- ✘ 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

# DIGITAL NOMINATION FORM

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- ✘ This year we offer the opportunity to download from our Website a digital fillable form you can (a) save to your computer, (b) complete at your leisure, and (c) submit as a file attachment part of an e-mail message addressed to [philip.kolling@vermont.gov](mailto:philip.kolling@vermont.gov) with “ATTENTION: VERMONT GOVERNOR’S SERVICE AWARD NOMINATION” in the subject line

# A STRONG NOMINATION...

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- ✘ ...is concise, direct and supported by observations and facts
- ✘ ...gives specific examples to reinforce and substantiate what you are saying



# QUESTIONS?

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- ✘ **Contact Philip Kolling, Executive Director at ...**

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