

## HOW TO WRITE A COMPELLING AWARD NOMINATION

*A well-written nomination that showcases the worthiness of your nominee will get the attention of reviewers. Follow the tips below to write a compelling award nomination.*

- Review the [nomination criteria](#) for the award to determine an appropriate candidate.
- Be sure the nomination is clear and easy to read. Avoid run-on sentences, bullet points, and overly long paragraphs which can make it difficult for reviewers to read. Also, stick to the character limit.
- Avoid using personally identifiable information, such as the nominee's name, pronouns, any place and people names, as well as club and district identifiers. Doing so helps to reduce unconscious bias among reviewers.
- Answer all parts of each question completely to ensure the review committee has adequate information to evaluate your nominee's qualities.
- Include examples that show how the nominee meets the award's criteria. Give specifics such as dates, volunteer hours, project descriptions, and the focus of projects.
- **Share what makes your candidate outstanding!** What makes this person remarkable? How have the nominee's accomplishments and service affected communities at home or globally? Talk with people who have worked with the nominee to help provide these details if necessary.
- Be sure to proofread what you wrote before submitting your nomination.