

## Top 10 Tips for Submitting an Outstanding Award Nomination

1. Start the nominations process early. Allow ample time for the collection of appropriate nomination materials. *Late nominations will not be considered by the awards and recognition committee.*
2. Nominators should thoroughly review the criteria before submitting the award to ensure they can submit a strong nomination that addresses all the criteria of the award category. Full award criteria can be found on the awards site on the AFA webpage.
3. When making a nomination that includes letters of support, coordinate with others writing letters to ensure letters are not repetitive and provide original insight about the nominee.
4. Identify one coordinating nominator for each submission. The nominator can work with others to develop supplemental materials and/or letters of support. The coordinating nominator can upload all supplemental materials themselves or have others submit the letters via the nomination form online.
5. Letters of support are helpful to the nomination when they specifically address the ways the nominee meets award criteria. This is more important than the volume of letters. Coordinating nominators are encouraged to focus on gathering letters that uniquely tell the story of how the nominee meets the award criteria.
6. Make sure all documents are written to a reviewer that does not know the nominee or program at all. This may require providing foundational information and context about the person or program.
7. A maximum of five letters of support will be accepted as part of nominations.
8. Coordinating nominators for individual awards are asked to include biographical statements. We encourage this statement to include a comprehensive educational history as well as professional career and volunteer/association service.
9. A strong submission includes evidence of the impact of the program or individual. Think about what data (both qualitative and quantitative) communicate the ways the program or person has had an impact and met award criteria.
10. Stay committed! The nomination process often asks for a lot of information. Stick with it – your nomination is going to be great!