



- ★ Start the nomination/application process early. It takes time to collect nominations and organize documents. Late nominations will not be considered.
- ★ Identify one coordinating nominator for each submission. The coordinator works with others to develop supplemental materials and/or letters of support. They can upload all supplemental materials or have others submit the letters via the nomination form.
- ★ When making a nomination that includes letters of support, coordinate with others to ensure letters are not repetitive and provide original insight.
- ★ Letters of support are helpful when they specifically address the ways the nominee meets award criteria. This is more important than the volume of letters. Coordinators are encouraged to focus on gathering letters uniquely telling the story of how the nominee meets the award criteria.
- ★ Make sure all documents are written to a reviewer that doesn't know the nominee or program at all. This may require providing foundational information and context about the person or program.
- ★ A maximum of 10 letters of support will be accepted as part of nominations.
- ★ Coordinating nominators for individual awards are asked to include biographical statements. This statement should include a comprehensive educational history as well as professional career and volunteer/association service.
- ★ 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.
- ★ Nominators should thoroughly review the criteria before submitting the award to ensure they can submit a strong nomination addressing all the criteria of the award category. Full award criteria can be found on the awards site on the AFA webpage.
- ★ Stay committed! The nomination process often asks for a lot of information. Stick with it - your nomination is going to be great!