



TIPS ON HOW TO WRITE A COMPELLING AWARD NOMINATION:

1. First, review the nomination criteria for the award to determine the most appropriate candidate.
2. Be sure the nomination is clear and easy to read. Avoid run-on sentences.
3. Give specific examples that show why the nominee embodies the award's criteria. Give dates, times, volunteer hours, project names, and the focus of those projects.
4. Talk with people who have worked with the nominee and get specific leadership examples.
5. Address all parts of each question completely to ensure that the selection committee has adequate information to review your nominee's qualities.
6. **Share what makes your candidate stand out!** What makes this person outstanding? How has the nominee's accomplishments and service affected the community? How has this candidate embodied the mission of Rotary and Rotarians alike?
7. Remember, the selection committee is not as acquainted with the nominee as you are; be sure to explain in detail what is best about the candidate.
8. Proofread carefully. Grammatical errors, typos, and misspellings can detract from the quality of the nomination.