

## Basic Tips for Completing Nomination Forms

Below you will find some tips for completing an award nomination. Following these tips will help the Recognition Committee members make an informed decision and will help to ensure recognition of the nominee. If you find you have questions, please contact the Volunteer Services Manager.



### Completing the Nomination Form

- Make sure all blanks have been completed on the form. This may mean you will have to do some research on the candidate.
- Made sure all of your personal information is complete. It is common for people to leave out their service unit number or their zip code. Do a quick scan and be sure all information is complete.
- Look at the criteria on the form. Make sure the candidate fits all the criteria for the award.
- Be sure to include the area of focus. You must provide details on a specific action, program, event, level of service or volunteer position.
- Write a specific, detailed description of how the candidate delivered service *above and beyond* the expectation of the position(s) held. When writing the description, refer to the questions on the back of the nomination form. If using a fillable form, there is a place on the back for your description.
- Fill in information on who is filling out letters of endorsement. Please include all contact information.

### Writing Endorsement Letters

- Communicate the area of focus with the writer of the letters, why you are nominating this person, and the position for which the person is being nominated. Give them detailed information about the service the candidate provided in that position. The nominator may know the person in several capacities, however they **must focus on the service provided that pertains to the position stated on the nomination form.**
- Use the questions on the back of the nomination form to formulate the letters. The endorsement letters should be more than one paragraph; however, try to keep all endorsement letters to 150-200 words. Focus on two or three questions on the back of the form, and **write specific examples and present results** of the volunteer's work. The comments must be specific, the more specific the better. The letter must show how the volunteer has gone above and beyond the position in which they are being nominated. Keep in mind that those reading the letters will not know the nominee. Being specific helps to ensure the nomination is approved. Letters of Endorsement are also available on the website
- Start early with asking for letters of endorsement. People need time to formulate thoughts and write the letters. Don't wait until the last minute.
- Attach all letters of endorsement to the nomination form, make and keep copies, and send them together. Letters of Endorsement are also available on the website and can be submitted directly. **Nominations will not be considered if they are not complete.**

## A Checklist for Writing Endorsement Letters

The following is a guide to help with writing a successful letter of endorsement. *Give this page to anyone writing an endorsement letter.* It will help them stay focused and help to ensure that the nominee is recognized appropriately. Endorsement letters should be approximately 150-200 words. Remember, endorsement letters **support** the nomination.

The letter should have the following outline:



**The opening paragraph should introduce the purpose of the letter, the candidate being nominated, the position for which they are being nominated, and the reason for the nomination. Here is an example:**

Introduction of candidate and brief description of service.

*I am writing this letter to support Jane Doe, Service Unit Director for service unit 606, for the Honor Pin. Jane has worked diligently in the Cedar Rapids area to provide quality leadership, support and training to the volunteers in her area, which resulted in more trained leaders, an increase in girl membership and the number of troops.*



**The body of the letter should describe the specific service, who benefited from the service, and provide clear results of the service that was above and beyond the job description. For example:**

Description of service or action that was above and beyond the position description.

*Jane recognized that many of our leaders were not getting their training due to time constraints. She realized that in our community many of the adults work in second and third shift jobs. This created a challenge when it came to training volunteers. She found out that several neighboring service units had the same problem. She called a meeting of the service unit directors from the neighboring areas to propose that they offer training at “unconventional times” due to their audience. The service units were immediately behind her. Jane’s next step was to approach the Director of Volunteer Development at the Council.*

“Above and beyond” means the candidate has gone “way over” the responsibilities and expectations of their position.

*The Director of Volunteer Development put her in touch with some of the trainers in her area and also got Jane involved in the next Train the Trainer. Working together with both the volunteers and paid staff, she orchestrated three training sessions that offered the courses needed by the volunteers. The amazing thing was that they were offered at the local church from 6 a.m. to 9 a.m. when everyone was getting off of work. She worked with the service units and they provided the funds for breakfast so the volunteers felt appreciated as well.*

Results of candidate's work

*Jane's hard work resulted in 30 leaders in three service units being trained to work with their troops. She showed leaders that with some collaboration, things could get done. Jane's work across three service units benefited over 200 girls, and has created strong relationships with each of the service units. For her innovation in training across service units, and willingness to learn and be trained, Jane Doe deserves the Honor Pin.*



**The closing of the letter should have the writer's name service unit, address, and phone number. Here's an example:**

*Sincerely,*

*Suzie Snowflake  
Service Unit 606  
1000 Main Street  
Cedar Rapids, IA 52401*



**Remember to review the letter and make sure the service meets the criteria of the award listed with this packet and on the back of the nomination form. Position descriptions are available through the Volunteer Services Manager or on the council Web site at [www.GSEIWI.org](http://www.GSEIWI.org).**

**Nominations may be faxed, mailed, e-mailed, or dropped off at the appropriate Girl Scout Service Center. All nominations are due by March 1, 2012. Postmark and email dates will be checked for the due date. All applications not completed by the due date will not be considered. No exceptions!**

## Sample Endorsement Letter

*The following letter is a good example of how the writer presented the nominee's accomplishments and showed how the nominee went "above and beyond" the position description. The names of the candidate, writer and service unit have been changed.*

Dear Adult Recognition Committee,

This letter is written in support of Sally Jones for the Appreciation Pin. Sally has been an excellent troop leader for at least 8 years now guiding some of her Girl Scout Seniors through the Girl Scout Gold Award process. She has served in many capacities in our service unit including: Service Unit Director, Juliette Consultant, Recognition Coordinator, and now as a School Organizer. I am writing this letter because of her contributions to the service unit in her role as Service Unit Director.

One of Sally's strengths is her ability to organize not only paperwork, but also the information we use to run the service unit. She has improved the efficiency of Service Unit 832 beyond what I could imagine. I served with her as Training Coordinator on the service unit team and watched her work her magic. During her term, she has accomplished the following;

- She not only purged old forms from the service team bins, she also reorganized them with new labels. The Service Unit Directors before her were just content to pass them on to the next volunteer.
- She took the leader sign-in sheets for the Service Unit meetings; created new sheets on the computer listing all of the leaders and co-leaders, organized the list by grade level, and now we just initial next to our name to make sure addresses, phone numbers, and e-mail addresses are always up to date.
- She created a chart in Excel to track all new troop leaders. The chart included name, address, phone, email, approval date, troop number, school, and grade level. We passed this system on to the next Service Unit Director.
- She helped me in my job as a Training Coordinator to organize the training records of all leaders in the Service Unit on Access. This helped me to keep track of over 200 leaders and their trainings.
- During her second year as the Service Unit Director, Sally took over the registrar's job when the registrar's husband became critically ill. She did not just "baby-sit" the job but worked to improve the methods of record keeping. She accomplished this with no prior knowledge of the position.

Sally's contribution to Service Unit 832 has allowed us to better service our leaders with organized bins of information and reports. The parents of girls in our service unit can be assured that the leaders working with their daughters are approved, registered, and trained. I don't think we could have made that promise as easily with the large number of leaders without the tools that Sally has provided to the service unit. Now you can see why I strongly urge the committee to recognize Sally with the Appreciation Pin.

Sincerely,  
Jane Doe, Service Unit Trainer, Service Unit 832