

# Writing an Effective Award Nomination

For individuals interested in nominating  
an individual or group for the  
2010 Governor's Awards for  
Volunteerism and Service



# 2010 Governor's Volunteer Awards



Go to the KCCVS website at <http://chfs.ky.gov/dfrcvs/kccvs/govawards/> for the nomination form, category criteria, general information and helpful resources.

# Hints and Tips

- Electronic submission is strongly encouraged.
- Take advantage of the resources provided to help common issues with electronic submission.



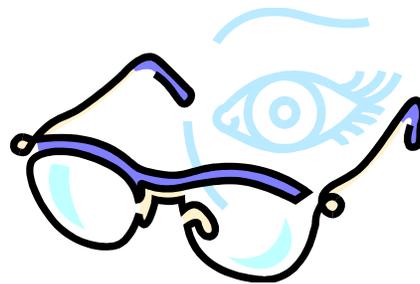
# Hints and Tips

Carefully review the criteria for the awards to determine the most appropriate award for the person or group you would like to honor.



# Hints and Tips

Remember the selection committee is relying on your words and examples to “see” your nominee’s attributes and contributions.  
Speak from your heart!



# Hints and Tips

Remember your audience does not know anything about the nominee, thorough explanations are key.



# Hints and Tips

Address all parts of **each** question completely to assure the review committee has all the information they need to know about your nominee.



# Hints and Tips

Cite specific examples – use descriptive language and then give a situation or example that shows the attribute.



# Hints and Tips

Avoid the use of too many pronouns and run-on sentences. The narrative should be clear and easy to read.



# Hints and Tips

Make sure to proofread your statements. Grammatical errors and misspelled words detract from the quality of the nomination.



# Hints and Tips

Rather than having multiple names on one nomination consider having each nominator submit a separate nomination.



# Hints and Tips

Include information about the nominee using

**SMART:**

**S**pecific

**M**easurable

**A**ccomplishments

**R**esults

**T**ime frame

# Hints and Tips

- Say it like it is.
- Don't worry about using fancy speech.
  - Use concrete examples.
- Communicate sincerity and personal commitment.

# Hints and Tips

- Avoid sweeping generalities and make every sentence count.
- Successful nominations have enough detail to make the case for the nominee's achievement.

# Final Thoughts

- Read all the directions carefully.
- Write the nomination from the heart, but provide as much specific information as possible.
- Make sure to get the nomination packet to the KCCVS by the deadline, 4:30 p.m. Eastern Time (3:30 p.m. Central Time) on **Thursday, Feb. 24, 2011.**

# Questions?

Contact Shannon Ramsey at  
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