

Council Award Nomination Tips

Do...help make sure your candidate receives the recognition s/he deserves for her/his hard work.

- **Type** your nomination form or **legibly print** all information using a ballpoint pen with black or blue ink.
- **Give as many details as possible.** The Recognitions Task Group can only work with what is in front of them. If you don't tell them about it, they won't know.
- Explain how you feel the person has shown **growth** in her/his contributions to Girl Scouting since her/his previous award. Growth is one of the things the task group likes to see when progressing from one award to the other.
- **Be result-oriented.** Do not say that the candidate is responsible, friendly, etc. Give detailed, concrete data on what s/he has achieved.
- Describe what role the candidate plays in your Girl Scout experience.
- Remember, details are important!

Don't...

- **Do not be vague.** It is assumed that this is a nice person who you like and think positively of; otherwise you would not be nominating her/him.
- **Do not write about the many positions** the candidate holds unless you have personal experience working with her/him in those positions.
- **Do not make assumptions** about the responsibilities involved with service unit-level positions. Many service units divide duties among people who are willing to do them. Rather than listing responsibilities, it is more important to show that your nominee does them "above the expectation of the position."
- **Do not just look at the job description** and tell us s/he does each of these things; awardees must go *above and beyond* the described duties.