

Tips For Preparing a Successful Nomination

The preparation of a good nomination should not require lots of work, especially if you are very familiar with the candidate and his/her work. A well written nomination should not be long. The best ones are short and clearly show the impact of the work of the nominee(s). The most time consuming activity is to select people who will support the award with a letter of recommendation and the follow-up to remind these authors so your nomination can be submitted on time.

Match the nominee with the award

As the nominator, your most important responsibility is to nominate a person who has made an important impact to the field of interest covered by the award. Nominators should always take two simple steps:

1. Review the list of previous recipients to get an idea of the quality of the contributions of past winners.
2. Make sure that the contributions of your nominee(s) satisfy the description of the award. It is not unusual to read a nomination of a person who has done outstanding work, but the work does not satisfy the description of the award.

Nomination Eligibility & Criteria:

- ▣ Nominees for the Aldershot Community Honour Roll must be or have been a resident of Aldershot for at least one year
- ▣ Nominees of all ages are welcome
- ▣ The Nominee should be someone whose leadership, vision, creativity, innovation, initiative, and/or special qualities impacted on and benefited the community of Aldershot and/or made a contribution that has been recognized beyond Aldershot
- ▣ 3 awards will be given annually (honourees may be living or posthumous)
- ▣ 1 youth award for those under the age of 21(honourees may be living or posthumous)
- ▣ Nominations may be typed or handwritten and submitted with this official nomination form
- ▣ Previous award recipients may not be re-nominated
- ▣ Members of the Honour Roll Committee may not submit nominations
- ▣ Candidates for elected office may not be nominated during election years
- ▣ Previous nominations may be resubmitted



Be specific

Provide a specific, meaningful description of the candidate's contributions. Don't say something like, "He/she has done good work." Rather, be specific. This is the most important information that you can give in the nomination. Also, be specific in describing the *impact* of the contribution. In addition, make sure that your nomination is brief and contains a specific description of the candidate's contribution.

Meaningful support letters

Sometimes selecting people to write meaningful supporting letters can be the most challenging part of the preparation of a good nomination. Make sure that these people are familiar with the contributions of your candidate and that they support your nomination. Get supporting letters from people who have used the contribution of the candidate. Also, ask the authors of supporting letters to avoid just copying what you wrote in the nomination. The selection committee treats these letters very seriously and expects the author of the letter to provide his/her personal views on the specific contributions of the candidate.