

Writing Award-Winning Nominations

AFP Calgary & Area Generosity of Spirit Awards™

Who are we nominating and why?

- Why are we nominating them?
- What nomination category(ies) are most appropriate for our nominee?
- What is their link to our organization?
- Are they a strong candidate to receive the award?
- Who is going to lead the nomination team?

What skill sets do we need on our nomination bus?

- Nomination leader
- Writer
- Information gatherer
- Administrative support
- Influential associates / friends of nominee
- Nominee
- Our CEO

Key Nomination Criteria



What makes a great support letter?

- Authentically written
- Example-laden
- Influential writer
- Appropriate to nominee

Sample Nomination Team Agenda

1. Overview of nominee (who, why)
2. Review nomination form (including deadline)
3. Outline roles (lead, writer, info gatherer, etc.)
4. Set timeline (next meeting, 1st draft, prep day, etc.)
5. Determine who should write support letters?

Nomination Writing Tips

- Write to your audience (i.e. the awards committee) - don't assume they will "fill in the gaps"
- Touch on all the key criteria
- Make it easy to read (logical, flows, appropriate mix of paragraphs, lists, etc.)
- Stay to word count
- Write from scratch (don't copy/paste from other information sources)
- Avoid overly clinical or overly emotional writing - try to strike the right balance between "just the facts" and "gush"

Time Required

Team Meetings	4 hours
Information Gathering	2 hours
Nomination Writing	4 hours
Nomination Approvals & Rewrites	2 hours
Nomination Preparation & Submission	2 hours
Total Time	14 hours