

## Best Practices for Submitting Award Nominations

### *Description Overview*

Those who make up our vibrant credit union system go above and beyond every day to carry out our shared People Helping People philosophy. Their meaningful contributions and their association with your credit union deserve to be recognized. Do you have someone in mind who would be a perfect recipient for one of our awards? Take the time to show your appreciation and nominate them today!

To ensure your nominee's accomplishments shine, please follow these best practices when preparing your nomination submission.

### *Key Guidelines for Submitting Your Nomination Document*

Your nomination must include a document (Word or PDF format) that outlines your reasons for nominating this individual. To craft a strong and impactful submission, keep the following points in mind:

- **Provide Sufficient Detail:** Avoid using phrases like "this person's accomplishments speak for themselves." Be specific about their achievements, contributions, and why they stand out. Short submissions may lack the necessary information for a thorough evaluation.
- **Aim for a Balanced Length:** While we value comprehensive details, submissions exceeding four pages may become overly cumbersome. On the other hand, a two-page document typically provides an ideal balance of depth and brevity.
- **Focus on Key Achievements:** Highlight the nominee's most significant contributions, their impact on the credit union and community, and examples that reflect the People Helping People philosophy.
- **Use Clear and Concise Language:** Ensure your submission is easy to read and well-organized. This will help the review committee quickly identify the nominee's strengths.

### **What to Include in Your Document**

1. **Background Information:**
  - a. Provide the nominee's name, title, and their role within the credit union.
  - b. Outline their tenure and any relevant professional history.

## 2. **Key Achievements and Contributions:**

- a. Detail specific accomplishments that demonstrate their dedication to the credit union's mission and values.
- b. Include measurable impacts, such as increased membership, improved processes, or enhanced community engagement.

## 3. **Examples of Leadership and Innovation:**

- a. Share examples of how the nominee has gone above and beyond their regular responsibilities.
- b. Highlight initiatives they've led, creative problem-solving, or mentorship roles.

## 4. **Alignment with the People Helping People Philosophy:**

- a. Showcase how the nominee's actions reflect our shared commitment to this philosophy.
- b. Provide examples of how they've positively influenced their colleagues, members, or the broader community.

## 5. **Additional Accomplishments to Highlight:**

- a. **Professional Growth:** Highlight the nominee's progression within the credit union system, showcasing their commitment to personal and professional development.
- b. **Community Impact:** Provide specific instances where the nominee positively influenced the community, aligning with the People Helping People philosophy.
- c. **Leadership and Initiative:** Detail leadership roles and innovative projects undertaken by the nominee, including measurable outcomes or improvements.
- d. **Team Contributions:** Emphasize contributions to team dynamics, such as mentorship or collaborative achievements that further the credit union's mission.

By following these best practices, you can ensure your nominee's achievements are thoroughly represented and given the recognition they deserve. Thank you for taking the time to honor those who embody the spirit of the credit union movement!