

# awardstips

## Tips for Successful Nominations

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Following are a few hints to help you prepare your award nominations:

### **Get help from experts.**

Consider working with a professional writer and/or proofreader to compose and edit your nomination documentation. Concise, well-written responses will go a long way in making sure your nominees stand out.

### **Follow the instructions.**

Make sure you have fulfilled all the nomination requirements. Not taking the time to provide all required information reflects poorly on your nominee.

Find a complete list of all nomination requirements at [www.acsa.org/awards](http://www.acsa.org/awards) under Help & Resources.

### **Save your work offline.**

Make sure you have a copy of your nomination entries saved on your desktop or backup drive.

### **Talk about the outcome rather than the process.**

The details of how a mission was accomplished are not as important as the benefits and changes it produced, including specific examples.

### **Read the criteria carefully.**

Be aware of all the criteria required for the award, under the Criteria Explanation tab of each nomination. Give specific examples of what the nominee has accomplished. Stay focused on the topic at hand.

### **Don't forget to include a letter of recommendation.**

You are required to include a minimum of one letter of recommendation for each nomination, and may attach up to two PDF or Word files of supporting documents. Prioritize letters of recommendation from superintendents and supervisors, as well as testimonials from colleagues, community members and parents. There is a file size limit, but no page or document limit.

### **Collaborate online.**

Use a service like Dropbox or Google Drive to collaborate with others, as well as to back up your nominations.

### **Submit nominations on time.**

Nominations are due in January through the online awards platform. Login to check for information on deadlines and other important announcements.

### **Review before you submit.**

Review your nomination one last time before you submit. Imagine you're reading as many as 400 nomination forms—what makes your nominee stand out? Does the nomination fully convey how outstanding they are?

### **Follow up.**

You'll receive a confirmation email when your nomination has been submitted successfully, and will be able to see the status of your nominations online. Check your spam folder if you don't see a confirmation email.

## Pitfalls to Avoid

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- Not providing specific examples in the criteria explanations.
- Criteria explanations and supporting documents with spelling or grammatical errors.
- Including documents that do not clearly communicate a nominee's excellence.
- Nominating non-ACSA members for awards requiring membership for eligibility.
- Nominating current (2018-19) ACSA Board members or employees.
- Missing the deadline.

## Online Awards Information

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Award information, tips, resources, FAQ and the link to access the nomination platform are available online at: [www.acsa.org/awards](http://www.acsa.org/awards).

The nomination platform can be accessed directly at

<http://acsa.awardsplatform.com>.

## Watch a Demo

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Watch demo videos of the online platform. Visit [www.acsa.org/awards](http://www.acsa.org/awards) and click on the "Help & Resources" tab.