

Board of Governors' Awards of Distinction

Tips for creating a successful nomination package

Inspired by a team or individual who goes above and beyond for Georgian and our students? Express your appreciation by nominating them for a board award.

There are several categories to choose from and the nomination process requires very little time.

How to make your package stand out:

- Carefully read eligibility guidelines to make sure your nominee is a good fit.
- Follow the criteria exactly; packages are evaluated on how well nominees fit the criteria.
- Don't exceed word count – there may be more you want to say, but be concise; too many words could disqualify your nomination.
- Use the additional information section to further your case; don't leave it blank – here's where you *can* say a bit more about your nominee.
- If submitting a package for a team, verify you have the correct names of each team member; it's helpful to check in with a manager or director responsible for the team to see if anyone is missing from the list.
- Treat this package like you would a resumé – don't focus on responsibilities, focus on achievements; indicate how your nominee stands out.
- Show, don't tell – e.g. if your nominee is collaborative, highlight *how* rather than simply saying, "they're collaborative."
- Include facts or stats as proof points, when you can.
- Don't be afraid to use bullet points rather than full sentences; you can include more content and it's easier for evaluators to read.
- As much as possible, tie your nominee's achievements to Georgian's current strategic plan.
- Don't assume evaluators know the individual or team you're nominating – it's better to assume they don't.
- Have someone proof your package for spelling errors, content accuracy and to see if they're inspired.
- Get your package in on time!