

# 10 Steps to putting together a high-quality Outstanding Patrol/ Patroller nomination

1. **Get Started! It's the hardest step.** Start early enough in the season to allow time for quality work and collaboration – ideally in January or February. I am sure there is someone on your patrol who really deserves some recognition. Would they be a perfect nominee for one of the Outstanding Awards? If you are not sure – call, email, or text me and I can help!
2. **Get the correct nomination form.** Go to NSP.org => Member Resources => Awards => Forms => Outstanding Patrol (For Large Alpine 41+ members, Small Alpine 40 or less members, Nordic, or Bike) or Outstanding Patroller (For Alpine Patroller, Administrative Patroller, Alumni, Bike Patroller, Nordic, Patrol Director, Patroller (Auxiliary) Young Adult Patroller, Paid Patrol Director, Paid Patroller, Instructor-OEC, and Instructor-Non OEC.)
3. **Recruit a Writer or team of Writers.** The patroller(s) writing the nomination is just as important as a quality of the nominee. A poorly written nomination will do poorly, no matter how deserving the Nominee.
4. **Read and follow the instructions.** This seems obvious, but often does not happen. It really does save time in the long run.
5. **Don't make this harder than it needs to be.** Refer to the Scoring Matrix, which can be found on the NSP website on the Awards Forms page. It is no use spending tons of time on a category that will get zero points. And don't get bogged down in the minutia – an educated estimate will usually work.
6. **Gather Information.** Please keep in mind that these nominations should be kept confidential, so be stealthy in your research. You can get the Nominees NSP profile from your Patrol Director or the Division Awards Advisor. Additional information, not in the Profile, can be hunted down from the Patrol Director, Awards Advisor, Patrol records, and fellow patrollers, etc.
7. **Fill out the form.** Think of the form like a resume and follow the “5 C's”. Be **Correct, Clear, Concise, Complete**, and most important – **Convincing**. Your nomination should have relevant and worthwhile substance, not verbal vomit (one of my favorite terms from an English teacher).  
  
**\*Hint** – For the sections 10-14 it is easier to write in a blank Word document, which has spell and grammar checks, then copy and paste into the form.
8. **Understand this is a competition.** These forms will be reviewed, rated, and graded by the Division Outstanding Judges and maybe the National Outstanding Judges. If you leave a scored section blank, your nominee will get 0 points in that section (sometimes this is unavoidable). This is a competition of both the quality of the Patroller/Patrol being nominated AND the quality of the writer(s) of the nomination.
9. **Review your work.** Ideally, have multiple others review/add to/edit your nomination form. Spelling and grammar errors reduce the impression of your nomination.
10. **Turn in your Nomination(s).** Your nomination must be turned in, as a Word document, to the Division Awards Advisor by April 15th.

