

## **How to write a nomination**

**Adapted from information compiled by Dr Andy Pitman**

When you see a nomination open for an awesome award, it's really easy to think of someone to nominate but it's MUCH harder to write the nomination. So here is a simple 'how to' guide to help you out!

You don't have to write a nomination on your own, you can always seek help from your parents, friends, teachers and leaders.

**REMEMBER:** always write your nomination as a document and then copy and paste into the submission boxes (we don't want you to lose all your hard work!)

### **1. Read the rules carefully**

- Make sure the person you are nominating fulfils ALL of the criteria
- Read each rule twice to make sure your nominee fits
- If you aren't sure, send an email to the awards organiser and ask!

### **2. Choose wisely**

- It's a good idea to talk to other people who know the nominee and check that they agree with the nomination
- If you talk to other people, you can get them to write up a few dot points about why they think the nominee should be nominated

### **3. Use [www.thesaurus.com](http://www.thesaurus.com)**

- You want your nomination to be as convincing as possible! Use a website like thesaurus.com or find an old thesaurus at home to make sure you describe the nominee in a professional way
- If you aren't sure of a replacement word, highlight it on the document and ask your parents, scout leader or trusted 'word nerd' to read over the doc and find some replacement words for you.
- Think about using words like *outstanding*, *visionary*, *leader*, *transformative*

### **4. Make it tight**

- An assessor will be reading LOTS of nominations, so make sure provide plenty of details as simply as possible
- Make sure that you get to the point and answer the marking criteria

### **5. Make it look pretty**

- Think about how you can format the nomination and make it easy to read
- Consider using bold for your titles and dot points if you are listing a lot of things

### **6. Proof read it carefully!**

- First, read your nomination aloud, this helps with your nomination being readable
- Get someone to read over the nomination
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### **7. No all-nighters**

- Make sure you set yourself a deadline a few days before the real deadline, like school work, you won't write your best nomination the night before it's due!

### **8. Don't be afraid to copy**

- See if you can find some old nominations from experienced writers and follow the format and wording

### **9. Get information from the nominee**

- If you aren't sure of the exact information about the nominee, ask them to put together a short list of their achievements, that way you can use the correct dates and information
- Ask for a copy of the nominee's resume, this can help you work out where to start!

### **10. Be personal**

- If you can, add a photo of the nominee, copy of certificates and other awards