

Nomination Process for Outstanding Service Team Member

1. Review the selection criteria for this award, read the job description for the position you listed on the front of this form and complete the nomination paragraph based on how the nominee has made an outstanding contribution in accomplishing one of the Girl Scout council priorities at a service unit level.
2. Complete a nomination form and appropriate number of endorsement letters. Use the following questions to help create a results-oriented nomination letter:
 - Why are you nominating this person for this award?
 - How has the nominee's service been outstanding in achieving one of the council priorities in the service unit?
 - Describe the impact the nominee's service has had on the service unit.
 - Who has benefited from the nominee's service? Give examples.
 - What is special and unique about the nominee's contribution?
 - How has the service provided help move the organization/service unit toward accomplishing Council Goals and council priorities?
3. Attach (2) letters of endorsement from other individuals familiar with the service given by the nominee and a paragraph from the nominator describing why the nominee deserves the award.
 - The letters must include the name/address and phone number of the person making the endorsement.
 - The letters should describe the outstanding service performed by the nominee.
 - The letters should be specific to the service performed and show results.
4. Attach the letters of endorsement to the nomination form and send to the *Great Rivers Region Office* by February 1, 2009.

Checklist for Nomination:

- Award nomination form is completed including the job position for which the volunteer is being nominated.
- Nomination paragraph is completed by nominator (person listed on nomination form).
- Endorsement letters are completed by different individuals (not the nominator) who are familiar with the service provided by the nominee.
- A copy of the nomination form and letters are kept with the nominator.
- Nomination form and all letters are sent together to the Great Rivers Region Office *by February 1, 2009.*
- All letters and paragraph are attached to the nomination form (paragraph completed by the nominator, letters completed by different individuals.)