



# Tips for writing a strong nomination/endorsement

**The Volunteer Awards Committee:** Comprised of volunteers from throughout our 9 county footprint, is serious about evaluating potential adult volunteers for the most prestigious awards GSEP may present to our adult members. They review each award nomination and compare the information presented about the volunteer with the criteria established for each award. The information presented in the nomination and the endorsement form is vital to the decision making process of the volunteer committee. They only know what is presented in the completed nominations.

**Before you start:** Think why you believe the nominee should be recognized. How has she/he gone above and beyond the position description? What is unique about their contribution? What are the results of their efforts? Jot down your ideas as you think about them so that you can organize them to include all of the accomplishments. Start early in asking for endorsement letters. People need time to think and write. Give the letter writer a date prior to the January 16, 2019 deadline to ensure that it is submitted in Smarter Select by the deadline.

To help present strong, measurable and impactful information in the award packet, use these helpful tips and the chart below to help turn a general statement into one that is a strong endorsement statement.

## TIPS TO WRITING A STRONG NOMINATION

1. Your statements must clearly describe how this volunteer has gone above and beyond the responsibilities of the position(s). This is THE most important factor of the nomination!
2. Use action verbs to describe the outstanding service ("to be" is not an action verb)
3. Highlight results and achievements
4. Write about what the volunteer has done and not about the volunteer's personal characteristics
5. Use short sentences
6. Give very specific, concrete data

## EXAMPLES OF ACTION VERBS

Carried out, Implemented  
Chaired, Coordinated  
Collaborated, Contributed  
Committed  
Delivered  
Directed, Led,  
Spearheaded  
Effectuated  
Enabled, Facilitated

Guided, Mentored,  
Supported  
Handled, Resolved  
Helped, Assisted  
Hosted  
Initiated, Started  
Instructed, Trained  
Involved, Engaged  
Launched

Maintained  
Managed, Orchestrated  
Overhauled  
Oversaw  
Participated  
Recruited  
Reduced  
Ran, Undertook  
Secured, Ensured

## Turn a general statement into a strong statement!

Initial Statement	Thoughtfully Consider	Strong Nomination Statement
"She has been a leader for a long time and it committed to girls."	How many years? What grade levels has she worked with? What has she done that shows her commitment to girls?	"For eight years, she led a mixed troop of both Girl Scout Brownies and Juniors. In those eight years she has welcomed girls from three different schools. Her philosophy is "the girls need Girl Scouts, all the girls from second to fifth grade are welcomed in Troop 55555."
"He is a great leader."	What kind of leadership qualities has he exhibited with the girls? What makes him stand out?	"He believes in girl-led and continuously brings leadership opportunities to girls. Each of the girls in his troop have an opportunity to be a leader throughout the year. Each girl takes a month being responsible for leading the troop meeting, including organizing all aspects. The girls learn how to plan, speak in front of others, create an agenda, and lead a meeting."
"She always goes above and beyond."	Be specific! Tell a story about the great benefits those around her receive due to her efforts.	"Her troop was working on their Silver Award. She recognized that she did not have all of the skills and knowledge to guide the girls successfully through all of the details. She recruited parents, service unit volunteers, leaders and several local business persons from our community, all helped the girls work through the details of their Silver Award Take Action Project. The girl's project resulted in the local park having a nature trail with ten new birdhouses, four miles of safe trails, and new maps for visitors to follow. The mayor attended the grand opening of the new park along with five hundred community members."
"He's a dad who helps whenever needed."	Be specific! Tell a story about the support given to the girls, and how the girls benefitted.	"This volunteer came to the rescue during a troop camp-out when the troops discovered a nest of baby snakes in camp! He kept both the girls and leaders calm as he assisted in striking camp, all the while educating the girls about snakes and safety. The girls felt safe, and in control, thanks to good guidance!"

The examples above demonstrate what the Volunteer Awards committee will be looking for. Providing specific details regarding impact and results about the great work the deserving volunteer has exhibited will increase the likelihood of the award being approved.

For additional information and to access the nomination form, please visit [Volunteer Recognition & Awards](#).