

## **2014 Governor's Service Awards Nominator Tip Sheet**



Thank you for considering nominating an individual, organization, or business for the 2014 Governor's Service Awards (GSA). We hope you find the nomination process an easy one. Below we've compiled a few tips on how to submit an effective and competitive GSA nomination form.

2014 GSA nomination forms must be postmarked or submitted by Friday, February 28, 2014.

**1.** Read the entire 2014 Governor's Service Awards nomination form before starting the actual application. If you have any questions after reading the form or after reading this tip sheet, please contact Janice at (517) 241-4040 or [harveyj1@michigan.gov](mailto:harveyj1@michigan.gov).

**2.** Carefully examine each of the award categories and determine which category best fits the individual, organization, or business you have selected for nomination. Because the nomination process is different for each category, the category you select is very important as nominees cannot be moved from one category to another. Please keep in mind for-profit organizations can only be nominated in the Corporate Community Leader Award.

Once the appropriate category has been chosen, familiarize yourself with the information that needs to be provided in your Nomination Narrative. Failure to answer the five or six requested questions could result in your nomination not moving forward in the peer review process.

**3.** Prior to writing the Nomination Narrative for your respected category, please fill out the 2014 Nomination Cover Sheet. The contact information for the individual, organization, or business you are nominating goes on the top portion of the form – your information (as the nominator) goes on the middle portion of the form.

Please be as complete as possible and provide all requested information.

Please only check ONE AWARD CATEGORY BOX. *You can only submit one nomination for an individual, organization, or business in ONE category.*

**4.** Prior to writing the Nomination Narrative for your respective category, please fill out the 2014 Background Check Form. The information you provide needs to be about the nominee – not yourself (the nominator).

Please note the Background Check Form is only for individuals being nominated.

Please note that providing your social security number is completely optional. However, the Governor's Appointments office may require some nominees to submit their Social Security Number as part of the background check process. A staff member from the

Michigan Community Service Commission will contact the nominator or nominee if the Social Security Number is required and not supplied above.

If you do not complete the 2014 Background Check Form, please note that your nomination may not move forward in the peer review process.

**5.** Upon completion of the two forms, please proceed to writing your nomination narrative. The nomination narrative is your chance to express, through the written word, why the individual, organization, or business you are nominating deserves to receive a 2014 Governor's Service Award.

Use this item, which cannot be more than two double-side pages (four pages TOTAL), to express things like background information on the nominee, their history of volunteerism/service/community involvement, key activities of the nominee, quantitative data, qualitative data, and much more.

Keep in mind well-written nomination narratives are more likely to get further along on the peer review process than poorly-written nomination narratives.

A helpful tip while you write the nomination narrative is to consider using the five or six requested questions as headings in your document. Reviewers are asked to score nominations based on the five or six key questions for each category and headings help the reviewer to easily find and score the information as they read. Peer reviewers do not like having to hunt for the responses to the requested questions – make it easy for them to find the answers!

**6.** Once you complete the nomination narrative, compile your supporting materials – if you feel they are necessary. You may submit up to three, double-sided pages with your nomination packet – including letters of support, newspaper articles, publications, etc. Please keep in mind supporting materials will not be returned to you, and they do not guarantee your nomination will move forward in the peer review process.

However, supporting materials are a nice enhancement to your nomination packet and often provide the extra nudge your nomination narrative needs.

**7.** Please note **you MUST include FOUR to SIX digital photos** with your nomination packet. Failure to do so could result in your nomination not moving forward in the peer review process.

All photos should be in JPEG format. Photos submitted via mail must be sent on CD.

Please make sure your photos are high-resolution. If you are nominating an individual, one photo should have a clear shot of the individual's face – preferably a simple head shot. Other photos should illustrate the person engaged in their service activities. If you are nominating an organization, the photos should be of one or more volunteers either posing or doing some type of service. If you are nominating a business, the photos should be of individuals within that business either posing as a group or doing some type of service.

Please note it is your responsibility to obtain the nominees permission to use the photos. Photos may be used in various Governor's Service Awards publications, or in other Michigan Community Service Commission capacities (ie. publications or websites). Photos will not be returned.

**8.** Prior to submitting your nomination packet to the Michigan Community Service Commission, please ensure you have all included all necessary materials: Nomination Cover Sheet, Background Check Form (if necessary), Nomination Narrative, Supporting Materials, and Digital Photos.

**9.** Prior to submitting your nomination packet, read through your nomination narrative and ask yourself if it's compelling enough to receive a statewide award from Governor Snyder?

If possible, have someone else read the nomination narrative and ask them the same question.

The Governor's Service Awards honor the best of the best in volunteerism, and we want to make sure recipients are true stewards of service and are making critical differences in our community. Your nomination narrative helps us do that!

**10.** Please make appropriate copies prior to submitting your nomination. If submitting by mail, you must include one unbound original – which includes the Background Check Form. Submissions by mail must be postmarked by Friday, February 28, 2014.

The Michigan Community Service Commission will also accept electronic submissions. To submit your nomination electronically, please attach all of the materials listed above as Adobe PDF documents, with the exception of photos which should be in JPEG format. This can be done by scanning completed documents or materials and saving as a PDF file or by saving electronic versions of the nomination forms and narratives in PDF format.

If you are not familiar with saving electronic files as a PDF, you will need to download a free PDF writer (Cute PDF as an example) and select the "Print" option in your Word program. From the drop down list of printers, Adobe PDF or the name of you PDF writer program will be listed as an option. Select this option and then continue as if printing your document. A box will appear asking you what you would like to save your PDF document as. Complete the steps and your document will be saved in PDF format. We ask that all forms be submitted in PDF format as this will ensure your documents are received in the same format as you sent it and nothing is manipulated during the transfer of files.

Please keep in mind that if you are submitting large attachments, you may need to condense your files into a zipped folder or send materials in multiple emails. Electronic submissions should be sent to [GSA@michigan.gov](mailto:GSA@michigan.gov) by Friday, February 28, 2014.

Best of luck!