

## **2016 Governor's Service Awards Nominator Tips**



Thank you for considering nominating an individual, organization, or business for the 2016 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.

**2016 GSA nomination forms must be submitted by 5 p.m. on Monday, March 21, 2016.**

### **1. NEW this year! The nomination process for the 2016 Governor's Service Awards is online this year.**

- Read the entire 2016 Governor's Service Awards (GSA) instructions and criteria on the GSA website [www.michigan.gov/GovernorsServiceAwards](http://www.michigan.gov/GovernorsServiceAwards) before starting the actual application.
- If you have any questions after reading the instructions or after reading this tip sheet, please contact Jessi at (517) 335-4295 or [GSA@michigan.gov](mailto:GSA@michigan.gov).

### **2. A template nomination form is available on the GSA website.**

- **You must fill out the application in one session. You will not be able to save the application as you go.** Prior to filling out the online nomination form, we suggest you use the template questions to type out your answers completely in a word document first.
- This will allow you to copy and paste your responses into the online forms. (It will help prevent the system from timing out on you before the application is completed).
- Please be as complete as possible and provide all requested information.

### **3. 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 questions and criteria are slightly 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 that for-profit organizations can only be nominated in the Corporate Community Leader or Small Business Leader award categories.
- Once the appropriate category has been chosen, familiarize yourself with the information that needs to be provided in the questionnaire. Failure to answer the five or six requested questions could result in your nomination not moving forward in the peer review process.
- *You can only submit an individual, organization, or business in ONE category.*

### **4. Don't forget to fill out the 2016 Background Check Form and email it to [GSA@michigan.gov](mailto:GSA@michigan.gov) by the same deadline of March 21, 2016.** Your subject line should be: *NOMINEES NAME, Background Check.*

- 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.
- 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.
- If you do not submit the 2016 Background Check Form, please note that your nomination may not move forward in the peer review process.

**5. When completing the questions asked on the nomination form be as descriptive as possible.**

- This is your chance to express, through the written word, why the individual, organization, or business you are nominating deserves to receive a 2016 Governor’s Service Award. Questions will include things like background information on the nominee, their history of volunteerism/service/community involvement, key activities of the nominee, quantitative data, qualitative data, and more.
- Keep in mind well-written answers are more likely to get further along on the peer review process than poorly-written answers.

**6. Once you complete and submit the online application, compile your supporting materials – if you feel they are necessary. Please email supporting materials by March 21, 2016 to GSA@michigan.gov. Your subject line should be: *NOMINEES NAME, Supporting Materials.***

- You may submit up to three, double-sided pages– including letters of support, newspaper articles, publications, etc. Supporting materials are a nice enhancement to your nomination packet and often provide the extra nudge your nomination narrative needs.
- 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.

**7. Email FOUR to SIX digital photos to GSA@michigan.gov by March 21, 2016. Your subject line should be: *NOMINEES NAME, GSA Photos.***

- 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 may need to be sent in a couple of separate emails due to the size of the photos. 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 members doing some type of service or the group posing together. If you are nominating a business, the photos should be of employees 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 (i.e. publications or websites). Photos will not be returned.

**9. Prior to completing the online nomination form, read through your answers in the template and ask yourself if it's compelling enough to receive a statewide award from Governor Snyder?**

- If possible, have someone else read your responses 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.

**10. All materials (online application, background check, supporting materials, photos) must be submitted by Monday, March 21.** If you have any questions about the deadline or nomination process, please call 517-335-4295 or email [GSA@michigan.gov](mailto:GSA@michigan.gov).

Best of luck!

Michigan Community Service Commission