

Tips for Writing a Nomination:

- **Opening Statement:**
 - Provide an opening statement that introduces who you are nominating and why. Provide your estimation as to why you are qualified to make the nomination. What is your background and/or experience in participating and observing the behavior associated with the nominee?

- **Supporting Statements:**
 - Support the opening statement by providing specific information on how the nominee's efforts meet the award criteria. Examples of activities, persons involved and accomplishments are helpful.

- **Consider including the follow information:**
 - What did the nominee do that is outside of their regular scope of work or classroom activities? Did they face any challenges?
 - How did they accomplish these tasks? Did they utilize any skills such as leadership capabilities, relationship building, or creativity?
 - What was the impact of their actions? Who did it reach, what organizational changes were made? Were short term or long-term goals met? (Make sure to verify this information with the nominee.)

- **Closing Statement:**
 - How will this nominee's effort affect the greater NC State community moving forward? What will the long lasting effects be?