

How to Write a Nomination Letter for a Merit Award

You are going to nominate a Member for a Merit award. Here are the steps to consider when writing the letter.

What is this award all about?

Before you write the first word, put some time into getting the background on the Merit Award from Officers Connect and the nominee. Research the history of the award. What type of people generally are selected? Review it and note areas that fit your nominee.

How do I start?

1. Research and understand the criteria for the award.
2. The follow the criteria in the Directors Award Program found in Officers Connect under Officer Recognition to evaluation of potential nominees
3. Keeping in mind that the review board in most cases will not know your nominee, so it's up to you to make them shine with as many accolades as you can

Supporting Information...

- Briefly state why the nominee deserves an award, putting in as many facts as you can.
- Clearly outline the contributions the nominee has made and how the nominee's efforts have been helpful.
- Include the nominee's name and Membership number in the beginning.
- Mention personality characteristics that make the nominee deserving, including the nominee's passion for helping others or long-term commitment to the goals and beliefs of the Association.
- State how long they have been a Member.
- Positions they have held, if applicable.
- Listing other awards they have received will give the nomination committee a frame of reference as to how impactful this person has been.

The letter should contain words and sentences that sound authentic. Read the letter out loud several times to determine how well it flows. Ask someone to read it and give input. Spell check and grammar check is a must!!

Closing statements...

It should be a summary of the main points from the body of the letter connecting back to the introduction, why you are nominating this Member. The amount of effort you are willing to put into the letter will directly affect the outcome. Take your time. The nominee obviously deserves it.

Last

It is with great pleasure that I nominate...

