**Story County Alliance for Philanthropy**

***Tips on Writing a Strong Nomination***

1. Ask the nominee for permission to nominate them. Some prefer not to be in the spotlight.
2. Create a simple outline of the information you want to present; this will help you organize your thoughts. Making a list of words that describe the nominee can also be helpful, to trigger thoughts.
3. Interview the nominee, asking why they volunteer/give, what they enjoy most, what their biggest accomplishment has been, etc.
4. Make your opening statement a strong, positive statement about your nominee. Use words that illustrate action, such as “collected” and “motivated.”
5. Use the specific criteria language (from the nomination form) to show examples of exactly how the nominee qualifies for the award.
6. When possible, use numbers to communicate the nominee’s impact (Dollar amount raised, number of volunteer hours, etc.). Data is a powerful communication tool.
7. Remember that the selection committee may not know the nominee, so it is important to fully explain what makes the nominee special. Also, avoid acronyms or industry jargon.
8. Use a quote and/or an anecdote when it can illustrate the nominee’s dedication, accomplishments, passion, etc.
9. When possible, cite examples of how the program/initiative/organization has changed as a result of the nominee’s efforts.
10. Keep your nomination informative, but to the point. Supplementary documents with relevant information may be included.
11. Wrap up the nomination with a strong positive closing statement, which will leave a lasting impression on the selection committee’s minds.
12. Review your nomination and ask a friend (or two!) to do the same.
13. Letters of support are encouraged. Letters of support from those directly affected by programs or services created by any philanthropy/fundraising done by nominee give the committee insights. Letters from those directly impacted generally have more strength than a general letter from an agency or organization. Has the philanthropy affected people’s lives? Increased the safety in Story County? If a new program was started with nominee’s resources, find people who have worked directly with the nominee and can attest to their dedication and commitment to Story County.