



# FRONTIER ACHIEVEMENT AWARD



## Tips for Filing a Nomination Form

### Ask yourself the following questions when filling out the nomination form:

How has the nominee excelled or stood out?

What part of the “community” would be inspired by the nominee? (Community could mean an organization, a company, a committee, or physical location.)

How have their accomplishments been acknowledged elsewhere?

Why does the nominee do what they do? Why is the nominee motivated to do what they are doing in their life?

Why should others look to the nominee as a role model?

### Consider the following as you prepare your nomination package.

- **Be Specific.** Outline in point form clear examples of evidence that the person has demonstrated accomplishments or achievements.
- **Show Results.** Outline or describe in detail the results of a task or project the nominee has successfully completed that supports evidence of an accomplishment.
- **Don't Repeat.** Review the nomination to avoid duplication and repetition of achievements or accomplishments.
- **Be Concise.** Don't use jargon! The panel may not know what a particular topic or phrase may be so explaining it is better for your nomination.
- **Don't be Shy!** The Frontier Family is worldwide! Get other people's perspectives via letters of support or testimonials that shows the various ways the nominee has excelled.