



Maryland Association
of Community Services



WRITING AN EFFECTIVE AWARD NOMINATION

TIPS FOR WRITING NOMINATIONS



HOW TO BEGIN

Where do you begin?

The following are tips for writing an effective award nomination for the MACS Direct Support & Supervision Conference Awards.

All members of MACS
are welcome to make nominations.

Let's get started!



HOW TO BEGIN

Once you have selected the person you want to nominate, you will need to complete the MACS Direct Support & Supervision Conference Nomination Form.

This form can be found on the MACS Website: www.macsonline.org



The image shows a graphic for the MACS (Maryland Association of Community Services) Direct Support & Supervision Conference. It features the MACS logo (a stylized 'C' in red and green) and the text 'MACS Maryland Association of Community Services'. To the right, a red box contains the conference details: 'Direct Support & Supervision Conference' and 'April 23 - 25, 2018'. Below this is a red banner with the text '2018 Outstanding Staff Nomination Guidelines'. At the bottom, another red banner contains the text 'DIRECT SUPPORT PROFESSIONAL & SUPERVISOR AWARDS GUIDELINES' in bold, capital letters.

SELECTION COMMITTEE

Your nomination form will be reviewed by an Anonymous Selection Committee. The committee ***will not*** have the name of the staff or agency when reviewing your submission.

Make your nomination **StAnD oUt!**

Give details and specific examples as to why your nomination should win!

Make every sentence count!



WRITING TIPS

The selection committee is relying on your words and examples to

“see”

your nominee’s attributes and contributions.



WRITING TIPS

The people on the selection committee may not know anything about your nominee, so detailed **information** is key!



WRITING TIPS

Give **specific examples**.
Use **descriptive language**.
Give a **situation or example**
that shows why your nominee
should win the DSP or
Supervision Award.



SPECIFIC AND DETAILED EXAMPLES

Giving specific and detailed examples about your nominee, will help the selection committee better understand

why
your nominee should
win!



SPECIFIC AND DETAILED EXAMPLES

Share examples of how your nominee serves as a role model and/or mentor for others.

List a couple of detailed accomplishments and your nominee's impact for people he/she supports or supervises.

just
another
example

SPECIFIC AND DETAILED EXAMPLES

Describe how your nominee's work performance demonstrates commitment to core values such as:

- excellence
- integrity
- leadership
- respect
- person centered thinking



STRONG VS. WEAK STATEMENTS

Weak: *“Cheryl is reliable and has a willingness to seek new activities for the ladies she supports.”*

Strong: *“Cheryl has made the internet come alive for the ladies she works with. She did a special training with them on using the internet and made it so much fun. They now access activities they want to do, connect with family members, search for jobs and more. She also prepared a terrific set of easy reference materials that they can refer back to if they ever forget how to do something. This has made the ladies independent in accessing the web.”*

WRITING TIPS

By using specific examples, you will **emphasize** what you are saying and show the committee why your nominee should win the award.



MAKE EVERY SENTENCE COUNT!

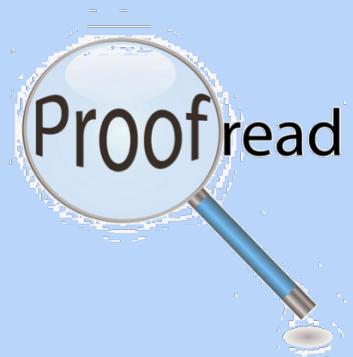
Avoid sweeping generalities;
(i.e. “*He’s a hard worker*,” or “*She goes above and beyond her job duties*.”)

Make every sentence count!

Successful nominations have enough details to make the case for the nominee’s achievement.

PROOFREAD

- Grammatical errorz, typos, and misspelllld words detract from the quality of the the nomination. **oops!**
- Have someone review your nomination before you submit it, they may find errors or give feedback on how to make it better.



STAND OUT FROM THE CROWD

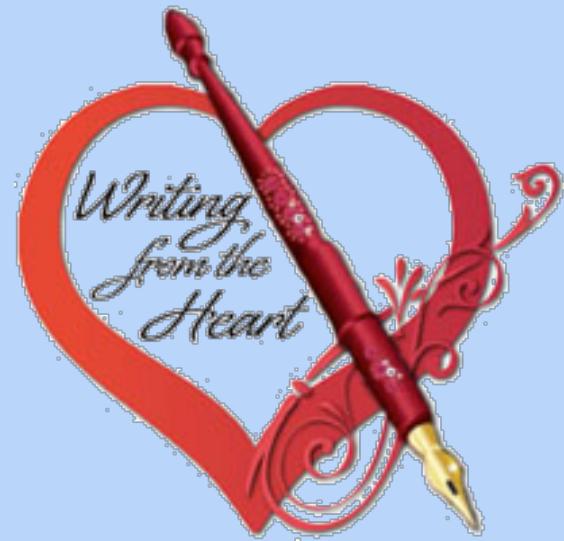
Remember, the selection committee is reading up to 80 other nominations!

How can you present your nomination in a way that **sets it apart** from others?



FINAL THOUGHTS

Write your nomination from the heart, but provide as much specific information as you can.



FINAL THOUGHTS

These tips cannot guarantee that your nominee will be selected, but they **can help** the anonymous selection committee choose the best nominees.



SUBMIT YOUR NOMINATION TODAY

Complete the nomination form
and submit your nomination
by 5pm

April 6, 2018

QUESTIONS

Do you have any questions!

Feel free to contact
Vanessa Antrum

vantrum@macsonline.org

GO FOR IT !



The awards will be given at the DSP Awards Banquet on April 24, 2018.