



AWARD NOMINATION CHECKLIST

Use this sheet to help ensure that you have completed your award nomination properly and that you have provided all materials that must be included in your award nomination application:

<p>All pages of the Award Nomination including attachments are on 8.5” x 11” white paper and sufficiently legible to allow for photocopying</p>	
<p>A Completed Nomination Form. All entries must have the completed Nomination Form as their cover sheet.</p>	
<p>A typed document clearly addressing the following criteria:</p> <ol style="list-style-type: none"> 1) How the project contributed to the betterment of the neighborhood 2) How the nominee’s accomplishments promote strengthening and enhancing neighborhood 3) The positive results/accomplishments of those efforts <p>Please limit answers to each of the following categories to 750 words or less</p>	
<p>Letters of Support – Do not exceed five letters of support. The letters of support should explain how the project/organization/individual/group benefited your community and what they did to support you.</p>	
<p>Attachments – Submit up to five (5) attachments that capture the essence of accomplishments (pamphlets, articles, presentations, photographs, copies of resolutions/awards, etc.)</p>	
<p style="text-align: center;">– YOUTH APPLICANTS ONLY –</p> <p>In addition to the requirements above, please include an ENDORSEMENT LETTER from an adult active with the initiative. The letter should address the following but not exceed two pages:</p> <ol style="list-style-type: none"> 1) How long have you known the youth or have been working with the youth group? 2) How did the youth serve in a leadership role? How did the youth group work together to achieve goals? 3) What positive accomplishments occurred as a direct result of the youth / youth group effort? 4) Did the success exceed your expectations? If so, how? 	