



HELPFUL HINTS FOR A SUCCESSFUL NOMINATION

Cover Letter

Use the cover letter as your personal plea for why you believe your nominee deserves recognition. Tell a personal story about your nominee here, or include information that will not be outlined elsewhere. Pretend you are sitting down with the nominations committee face-to-face, and tell us why you think your nominee is special – in your own words.

One Page Summary

Each nomination form contains bullet-point items asking for evidence of the nominee's achievements relevant to the nomination category. Use these bullet-points as headers in this one-page summary, and fill in your reply. Give specific examples of the criteria we are looking for in this nomination. Placing the bullet points in the same order as on the nomination makes it much easier for the committee to review and compare to the other nominations. Example below (from Outstanding Philanthropist nomination – fictitious names have replaced real names):

Evidence of Direct Gift Support and its Impact on Organization: John and Jane Doe were among the first individual donors to provide significant financial support to Charity of Choice. In 2006, the Does made a multiple year pledge to Charity of Choice that was the largest gift in the organization's history. This support helped double the size of Charity of Choice's budget and allowed the organization to provide a larger number of children with life-changing mentoring, decreasing risky behaviors and improving academic and social skills.

Evidence of Encouragement and Motivation Given to Others to Take Leadership Roles in Philanthropy: In 2008, the Does recruited another couple and together volunteered to establish a major gifts program for donors investing \$5,000 or more. They called it the Impact Circle and secured a \$100,000 matching gift from two donors. They went on to personally solicit and recruit 27 additional members and met the \$100,000 match.

Three Supporting Documents

- Bio or resume
- List of supported charities
- Letters of support from other charities
- Newspaper, web or other media highlighting community support
- Other information you deem relevant