

### ***How to Write a Strong, Successful Award Nomination***

A successful award nomination does more than list achievements — it demonstrates impact. The strongest submissions are clear, detailed, and authentic, helping reviewers understand not just what the nominee has done, but why their contributions stand out.

**Tip:** To save time (and avoid frustration), draft your nomination in a Word document first, then copy and paste it into the nomination form.

**Tip:** Supporting documents strengthen a nomination — collect them early and combine everything into one attachment to make submission easier.

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#### **1. Tell Their Story**

Help the committee understand:

- What makes the nominee stand out
- Their personal qualities and character
- The difference they've made for others
- How they've demonstrated commitment, leadership, or resilience

Avoid overly “flowery” language — be **authentic** rather than promotional.

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#### **2. Be Specific — Details Matter**

Vague statements, such as “Jane volunteers a lot”, don't help the Selection Committee understand a nominee's achievements.

Include:

- **Where** they volunteer or work
- **What** do they do, what is the scope of their volunteer and/or work
- **Who benefits** from their work
- **What awards** have they've earned and why
- **How** have they got to where they are today
- What other related groups are they involved in – specifically industry related

*Tip: Attach or include a supporting nomination or reference from a supervisor, instructor, volunteer coordinator, client or colleague if possible. These carry weight.*

### 3. Highlight Community Involvement

Focus on how the nominee contributes to SAIT and the broader community.

Include:

- Leadership roles
- Volunteer activities at SAIT and external – Peer support, mentorship, Advisory Committees, event involvement, industry tours, curriculum advice, etc.
- Philanthropic interests and history

Round out the picture with details.

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### 4. Choose the Right Nominators

The best nominations come from people who:

- Know the nominee well
- Have directly supervised, taught, mentored, or worked with them
- Can provide concrete examples
- Can write clearly and genuinely

Quality matters far more than quantity.

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### 5. Avoid Campaigning

Campaigning is not viewed favourably. Submitting many nearly identical nominations doesn't strengthen a case — it creates noise.

A couple of well-written, thoughtful nominations stand out far more than many repetitive ones.

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### 6. Be Clear, Honest, and Easy to Follow

A good nomination should:

- Be clear and well organized
- Provide examples in plain language
- Avoid exaggeration or vague claims
- Make it easy for the committee to understand why this person deserves recognition