

CASLPA Awards Nomination Tip Sheet

Preparing a nomination for a CASLPA award is a rewarding experience and not nearly as onerous as you might think!

Sometimes an excellent candidate is nominated with insufficient information and since nominations are comparatively judged based on the strength, quality and comprehensiveness of the submission, a great candidate with a weak nomination package can go unrecognized. In order to avoid this AND to make the nomination process simple, straightforward and fair...

Here are our top 10 tips to get you well on your way to a stellar nomination:

1. Start early and give yourself lots of time. Prepare a draft, set it aside, come back, review and revise.
2. Take time and care in preparing your nomination and follow all instructions. Consult the CASLPA website for all the information you need. Carefully review the awards brochure so you know all requirements, conditions and limitations for the specific award to ensure that your nomination is a good "fit." Read the objectives and criteria in the application package so you are sure to gather and include all appropriate information. Contact national office or any member of the awards committee if you have questions or need more information.
3. Make sure your nominee is a fully paid CASLPA member in good standing (if required). Contact the CASLPA office if you are unsure.
4. Lighten the load; make it a team effort to gather information for your submission. Engage others - talk to colleagues, clients, parents, supervisors, etc. and ask them to submit a letter of support. If you have too many letters of support, you could include excerpts to exemplify criteria.
5. Gather information about your nominee. Ask if he/she has a portfolio of newspaper clippings, articles featuring his/her work, research, projects, etc. that you could cite and/or include in the nomination. Ask to see a CV or résumé for additional information you could use in the nomination.
6. Provide all relevant background information. Assume that the judges know nothing about the nominee. The committee can only judge based on the information you include on paper. DETAILS matter! Use the criteria as your guide in preparing your answers because this is what the scores are based on. Avoid general, unsupported statements - provide specific, concrete examples and supporting illustrations that directly relate to the criteria.
7. ALL important information supporting the nomination must be outlined WITHIN the nomination worksheet. One (and only one) additional piece of supporting documentation will also be considered but this should supplement the information contained in the worksheet, not serve as a substitute.
8. Professionalism counts – your application is a reflection of yourself and your nominee. Review the completed nomination package carefully and have someone else look it over before you send it in. Ensure it is typewritten, all questions have been answered, all answers are complete, the information is accurate and the nomination contains no grammatical, spelling or typographical errors. Don't forget to include all requested supporting documentation and all required signatures.
9. Submit your application by the deadline. You may send it by email, fax or mail, whichever is most convenient for you.
10. If your nomination is not successful this year, PERSEVERE! You can ask the awards committee for a summary of comments and suggestions on your submission and put that to good use when you re-submit the following year. We'll even return your full application package so you don't have to start from scratch.

So get started! Download electronic application forms directly from the CASLPA website www.caslpa.ca/english/profession/nomination.asp right to your computer. The files are in MS Word format so you can just type in your answers. Good luck!