

How to complete an award nomination



1
Log on to our website www.calvarycare.org.au/pauseforapplause and scroll down to the Online Nomination Form.



2
Complete your details



3
Select the Nomination Type

Enter the nominee name, select Calvary Community Care.



4
Select the Award Category

Complete the remaining nomination details.

How to write a great award nomination

Provide an overview

Put yourself in the shoes of the judge. What information would YOU need to know to make an informed decision and award this nomination?

Be Specific

Give specific and detailed examples about the nominee/team.

- WHO are they?
- WHEN/WHERE did this occur?

Give Examples

Examples of achievements or contributions should include activities that went 'above and beyond' their position.

- WHAT did they do?
- WERE there any challenges encountered and overcome?

State the outcome

Are there specific benefits that were seen from these efforts?

- WHAT were the results or impact?
- WHY do you believe their efforts should it be recognised?

Outline admirable qualities

Support the nomination with your own observations and outcomes

- WHAT qualities were you impressed with?
 - Initiative and/or leadership
 - Teamwork
 - Creativity and/or innovation
 - Behaviours and/or attitudes
- WHY did their actions have an impact on you?

The best nominations are concise and clearly outline why the nominee deserves recognition. Happy voting!

