

Nominator Guidelines

Essential information. Each form must include the nominee's full name and e-mail address.

Note: If you are nominating an organization, program or team, please provide the name and email address of the individual(s) who would accept the award on behalf of the organization.

Nominations, forms, and all supporting documents must be submitted online. Faxed or mailed nominations and forms **will not** be accepted.

Nomination letter. Each nomination form must be accompanied by a letter that reflects as much as you know about the nominee's accomplishments and services in supporting crime victims. Review the nomination letter criteria and be sure that your letter answers all the questions asked, depending on the award category. Your nomination letter should include your title, affiliation, and mailing and e-mail addresses. No anonymous nominations will be accepted.

Each nomination letter, in addition to addressing all criteria under the award category for which you are nominating an individual or group, must explain how the nominee:

- Has contributed efforts to the victim services field that are unique, exceptional, or go beyond their job duties;
- Has demonstrated leadership or teamwork in achieving these efforts; and
- Has brought about change for victims or the victim services field that is or will be enduring.

Nomination Letters

Each nomination must include a nomination letter. Your nomination letter should include your title, affiliation, and mailing address.

If you are nominating a group of individuals who work on a specific project, please submit only one nomination letter for the group of individuals.

Nomination Letter Guidelines:

Use the following guidelines to help compose your nomination letter.

- Use the letter to provide a complete picture of the nominee's accomplishments. **Assume that the task force is unfamiliar with the nominee's work.**
- Address all criteria under the award category for which you are nominating an individual or group.
- Include specific examples that address what the nominee has achieved, how the nominee accomplished these achievements, and why the nominee's achievements should be recognized. For example, explain what efforts the nominee has contributed to the victim services field that are unique, exceptional, or go beyond his or her job duties. This could include significant achievements or extraordinary actions.
- Be as specific as possible, including dates, numbers (if applicable), and any supporting statistics.
- Write clearly, directly, and include appropriate details.

Governor's Victim Service Pathfinder Awards – 2020 Nomination Guidelines

- Ensure that all information submitted is accurate.