

# CTA HUMAN RIGHTS AWARDS

HOW TO WRITE AN AWARD NOMINATION



**#CTAForJustice**



**CALIFORNIA  
TEACHERS  
ASSOCIATION**

# SUBMITTING A NOMINATION

- Review the award category carefully
- Fill in all fields especially those marked with an asterisk



# WRITING A NOMINATION

- Identify specific award criteria relevant to the advocacy work of the nominee
- Provide an opening statement
  - Why is the nominee deserving of an award?
  - Include at least three (3) or more award criteria relevant to the nominee



# WRITING A NOMINATION

Present supporting statements

- For each award criteria, describe specific examples and in narrative format, state how the nominee meets the criteria
- Support and demonstrate the nominee's achievement using relevant examples

# WRITING A NOMINATION

## Tell your story

- Describe the outcome and value of the nominee's work and advocacy
- Why is the work important and exceptional?
- How did the work benefit students, educators and community?
- Make your case – include a closing statement
- How did the nominee's leadership and commitment inspire students, educators and community to promote equity and social justice?

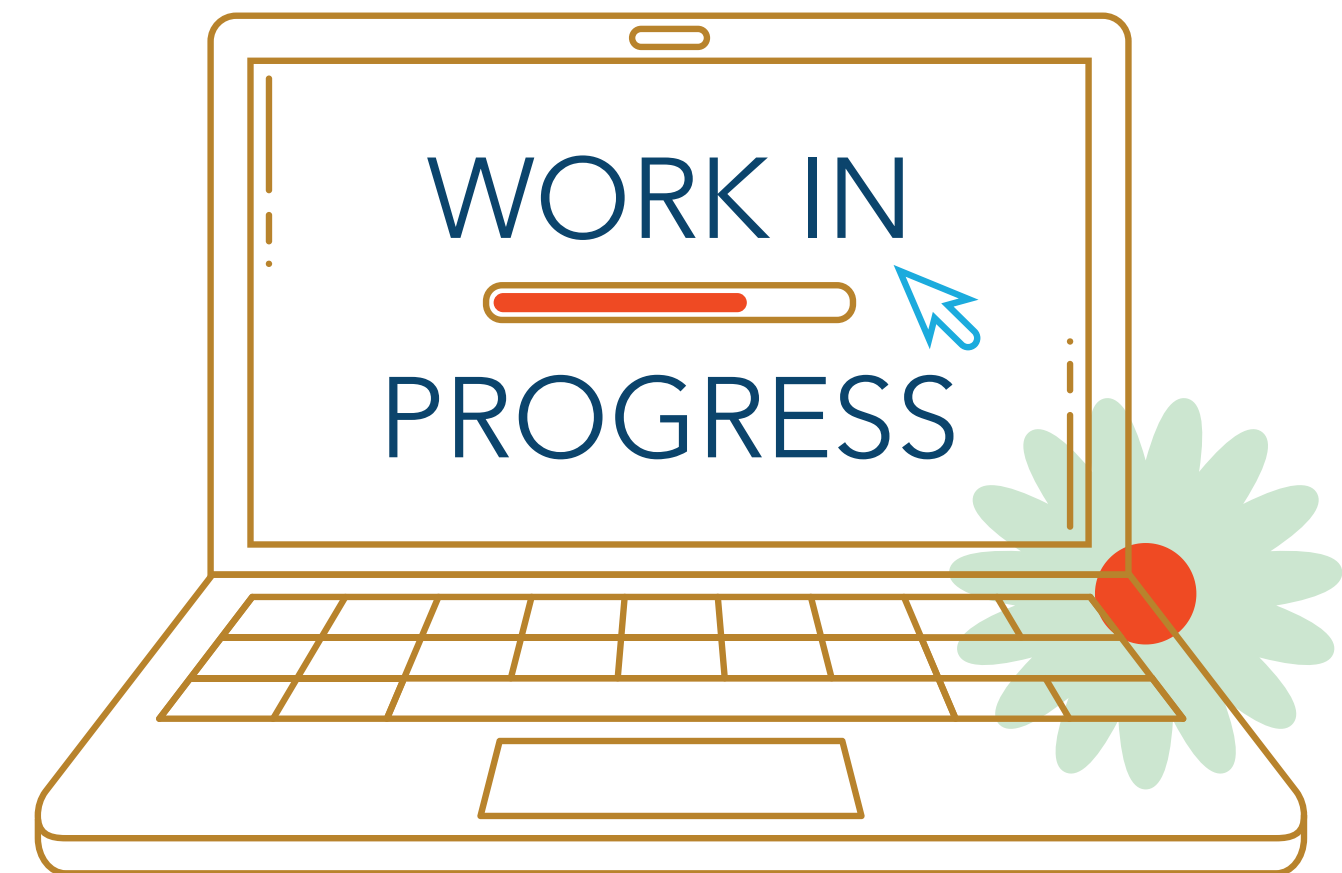
# WRITING A NOMINATION

When writing a nomination for a Chapter and/or Service Center Human Rights Award:

- Identify the work of the entire Chapter/Service Center Council as a group to support the examples in each award criteria
- Although the Chapter and/or Service Center Council are represented by a President or Chairperson, recognition is awarded for the collective advocacy of all members of the Chapter or Service Center Council

# KEEP IN MIND...

- Don't simply state the achievements--prove it with a compelling and authentic story
- Use an active voice (rather than a passive one)
- Words matter. Use powerful action nouns and verbs that describe in powerful terms the nominee's work (words such as advance, engage, guide, etc.)



# LAST WORDS

- The nominee's work should reflect accomplishments that are outside the nominee's job description or regular duties
- In 2,500 words, tell your story in a clear and concise manner---less is more
- Thank you for submitting a Human Rights Awards nomination!
- To return to the award information page, **[click here.](#)**

