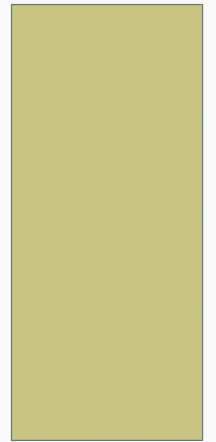


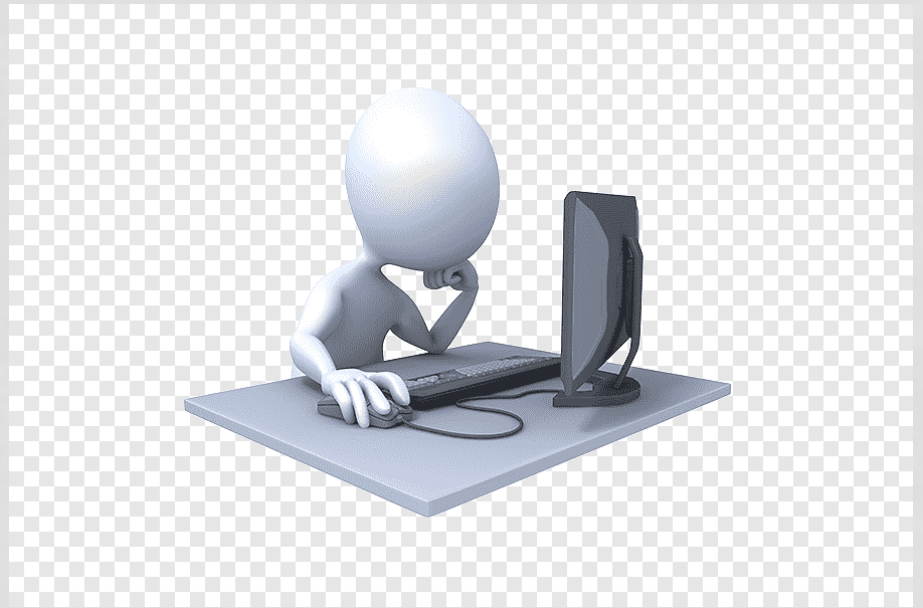
CTA HUMAN RIGHTS AWARDS

HOW TO WRITE AN AWARD NOMINATION



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](#).

