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?
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.