NRTA *With Our Youth!* Awards Nomination Form Tips

The suggestions below have been adapted from a presentation provided to the NRTA state level community service chairs.

THE BASICS:

- Please visit www.aarp.org/nrta to check the deadline and to view descriptions of past award recipients. For additional information, you can call 202-434-2380.
- Be clear about the category for submission.
- Find one or more strong writers to help with the nomination form.
- Edit and proofread entry for flow, grammar and consistency.

PROJECT DESCRIPTION:

This section is meant to paint a picture of your nomination. Remember that you are excited about the project and the work of the volunteers.

- Offer details such as how many hours or days per week/month have been dedicated to this project.
- What and where is the work performed?
- Why is the work needed? (Share information about size and the current state of the community.)
- Did you partner or collaborate with anyone or another organization?

Think about the five key resources or "promises."

The project does not need to address all five, but it is useful to make connections back to one or two promises:

- an ongoing relationship with a caring adult
- a healthy start in life
- safe places to learn and grow
- a marketable skill upon graduation
- an opportunity to serve in their communities

PROJECT IMPACT:

- Think about describing the "difference made" by the volunteer(s).
- How are the youth benefiting from the service?
- Are the youth volunteering with the nominee(s)?
  Remember that the NRTA *With Our Youth! program also encompasses involving youth in volunteering.*

SUPPORTING MATERIALS:

- Optional – many nominations *without supporting materials,* have been selected as award recipients.
- If supporting materials are included with submission, they are displayed for the Independent Selection Panel on the day of the judging.
- Think about what you are submitting and how each item might enhance the telling of your story.
- Do the supporting materials reinforce/document what you have already submitted?
- Do the supporting materials demonstrate the impact of your community service?

CONCLUSION:

During the nominating process, it is useful to remember the four points below:

1. **Research** – How/why was this project identified?
2. **Reflect** – What has been the impact of the project?
3. **Write** – Succinctly write a project description to help a person, who is unfamiliar with the project, understand why it is important.
4. **Review** – Check the submission for typos, clarity and enthusiastic tone (don't undersell or overstate your efforts; instead, try to generate a "wow" from the panel about the great work via testimonials, etc.)