

“HELPFUL HINTS” FOR NOMINATORS DISTRICT AWARD OF MERIT

- Read the nominating form. It will give you an idea as the qualifications that the Selection Committee will be looking for and what to emphasize.
- Contact the District Award Selection Committee and let them know you are intending to nominate the candidate. They will provide you with help along the way if you need it and will also let you know if someone else would also like to nominate your candidate so the two of you can work together. They will stay in touch with you during the entire process to check on your progress. They are available to help if you have any questions or run into roadblocks.
- Start as soon as possible. It takes longer than you think to put together a “packet”.
- Contact the candidate’s spouse. He/she may be able to provide you with a resume that will give you a lot of the information you need. Be sure to ask the spouse to write a letter but remind him/her that the nomination is secret.
- As you contact people to write letters of recommendation, be sure to remind them that the nomination is secret. Letters should be addressed to District Award of Merit Selection Committee; Northern Lights District; Northern Star Council; Boy Scouts of America; 5300 Glenwood Ave.; Minneapolis, MN 55422. If the person is not a Scouter or is not familiar with the award, be prepared to give them an idea of what you are looking for in a letter. Attached is a sample request. If you send a request by mail or e-mail, you may want to follow-up in a few days. Everyone you contact may not want to write a letter. If they say “no”, just thank them and move on. Arrange to have the letters sent or e-mailed to you. Suggest that they get the letters to you no later than November 30. This will give you time to complete the packet and determine if any additional letters are needed. Usually about 5 letters is fine, depending upon the candidate’s activities.
- Be sure to contact non-Scouters for letters. These may include someone from the candidate’s church, someone who has been a fellow coach with the candidate, a parent whose children were coached or taught by the candidate, fellow “lodge” members (Elks, American Legion, etc.), etc. Contact people who know the candidate on different levels of Scouting (Cubs, Boy Scouts, Venture, District activities) if the candidate has been involved in these activities. Having a wide variety of letters is preferable to many letters from the candidate’s unit only.
- You should write a nominating letter indicating how you know the candidate and why you are nominating him/her. List some of the qualifications you see in that candidate.
- If you were not able to get a written resume from the spouse, put one together based on the information you have. If there is not room in the space provided on the nomination form, you can attach this to the form.
- You will be notified of the Selection Committee’s decision regardless of the outcome. If your candidate is selected, you will be asked to notify him/her (& congratulate them, of course), and remind them of the date of the District Dinner where they will receive the award. Suggest that they invite the entire family. You also may want to notify all the folks who wrote letters and invite them to the dinner. If your candidate was not selected, don’t be too disappointed. There are lots of qualified people out there. Don’t hesitate to try again next year!!