

## Guide for Filling Out Nomination Form

### On Page 1:

- You'll need to fill out the essential nominee information for the committee's use. If you don't know the nominee's address, don't worry. This is something that the selection committee can find out if needed.
- Clearly mark which award (or awards) your nomination is for. It is possible to nominate a Scouter for multiple awards if you feel the desire to do so, but please only nominate for those awards you feel the nominee is deserving of.
- Please check all training the nominee has taken (even if the training is not related to the proposed award). Dates are fairly important here. If the training is not listed, please include them on page 3 of this form. If you need information on when someone did trainings, you can email Lilly Pinhas at [lilly.pinhas@scouting.org](mailto:lilly.pinhas@scouting.org).

### On Page 2:

- Please check all honors and awards that nominee has received. This can be found on the Awards Recipients link for your use.
- If there are honors and awards not listed, please include them on page 3.
- Please try to be as thorough and specific in your Nomination Narrative as you can. **Don't just say the nominee helps at school or goes to church often. Say things like; "He is a trustee in the First Baptist Church," or "She has coached little league baseball for 4 years from 2014-2018"**
- For the unit information, please don't just say that the nominee helps out at pack meetings. Do say things like **"She runs the Pinewood Derby each year" or "He keeps track of all Scout camping nights and service hours."**

### On Page 3:

- Be as specific as you can on why the nominee is deserving of the award that he/she is nominated for. If the nomination is for the Teepee Award, tell how the nominee has been active in the district or council and for how many years. The more information, the better.
- The District and Council involvement information may only be important for a few awards such as Distinguished Scouter, Gene Castro Teepee Award or District Award of Merit.
- You must include your name and information as the person doing the nomination.