



HOW TO WRITE A WINNING NOMINATION

Before you begin writing your Inspiring Excellence nomination letter, please review the evaluation rubric and the points below to ensure the necessary information is included to provide the review committee the best overview of the person you are nominating. Key points for consideration have been provided below. When writing the nomination letter, you may address each point separately or combine them in your response.

Consider the following for the main question, “Describe how the person you are nominating has made significant contributions to student achievement and well-being through their commitment to and leadership in education.”

- Be as clear and concise as possible.
- A response of around 500 words is the length recommended to provide enough information for evaluation without requiring too much time be invested in the nomination.
- Students, parents/guardians, and community members may provide support letters/materials but may not be the main nominator.

KEY POINTS TO INCLUDE IN YOUR WRITE-UP

- Provide actual examples describing how the person has gone above and beyond what is expected in his/her normal duties to contribute to student achievement and well-being. The review committee is looking for this information.
- Offer specific connections between person’s actions and how they supported two goals of the 2020-2025 Strategic Plan (e.g., they promoted well-being with a daily class mental health check-in).
- Much like in a job interview, members of the Inspiring Excellence Committee review each nomination as if they do not know the person. The more detailed you can be, the better.