

## **Awards and Honors**

### **John Philip Outreach Award**

#### **Suggested nomination support materials**

Submitting the initial OLC nomination form is only the beginning of nominating someone for these prestigious OLC awards and honors. The next step is to compile a packet of information to support your nomination. Following are suggested documents and information that may be included in your nomination packet.

#### **A. Organization of Information for Nominee:**

1. Nomination letter – which is in addition to the initial nomination form submitted. Does it set the tone for the presentation of your nominee to the review committee?
2. The complete packet – Is the information included well thought out? Does the information present the nominee in the appropriate manner for the award?

#### **B. Include testimonials as appropriate by:**

- Library board and/or library director and/or immediate supervisor
- Staff, community leaders, patrons
- Past employees as appropriate
- Colleagues past and present – with current employer, from former employers
- Coalition and/or project partners

#### **C. Professional activities and impact:**

- Present and past as appropriate
- Benchmarks and accomplishments
- Resume/vita
- Authorship – professional and other
- Membership in professional and community organizations
- Nominee's impact on the profession
- PR from local and/or professional sources about the nominee and nominee's impact on projects, etc. noted

#### **D. Specific to the John Philip Outreach Award:**

In addition to the suggested support materials, the committee looks for focus on unserved or underserved elements in the community. Questions asked include:

- What was done to reach these groups?
- What was new and innovative?
- Did the outreach work? Was it measurable.
- Did the library partner with other agencies or institutions? If so, testimonials from these partners should highlight direction and leadership provided by the nominee.
- If grant supported, did the project continue beyond the funding period?
- Testimonials from clients should explain the program's impact on their lives.