

Awards and Honors

Supportive Staff Member of the Year

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