GUIDE for writing an **Outstanding Patroller/ Instructor** nomination letter.

**In no way must this be followed**; these are suggestions only!

FOCUS on what the award is for!

Do NOT include ANY references that can give a suggestion as to what patrol, region or division from where this nomination is from. That includes NO references to geographical areas, offices or patroller awards that can be researched for their origin. (Ex: Patriot Star is only given in 3 divisions, so they would know the nomination was from one of them.)

Use the word “nominee” or “patroller” throughout. (**Not** “he/she”)

Letter:

…Introduction sentence: (Tell don’t ask!)

This nominee deserves recognition as the Outstanding \_\_\_\_\_\_\_\_\_\_\_ Patroller for (involvement/ accomplishment/ leadership) in \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_.

…Briefly explain how/ when the nominee joined NSP, and how this nominee arrived at the position they now serve in the patrol.

…Briefly explain the accomplishments this nominee has demonstrated in this leadership position in the last 4 years. After the paragraph’s introduction sentence, you may bullet a list of these accomplishments, with a brief description of how each has affected the patrol, region or higher level of NSP.

…Very briefly, explain the nominee’s accomplishments any further back than 4 years. After the paragraph’s introduction sentence, you may bullet the accomplishments and a brief description of how they have affected NSP at any level.

…Briefly explain positions/ accomplishments other than that for which the nominee is being nominated. After the paragraph intro sentence, you may bullet this list. (Ex: OEC Instructor, Lift Evac IT, Hill Captain, Dispatcher…)

…Briefly explain any courses this nominee has taken with or outside NSP that may have helped them to be able to receive such recognition.

…Briefly explain any activities outside of the patrol that may help her get recognized for this award.

…Conclusion paragraph briefly explaining/restating why this nominee should be selected for this Outstanding \_\_\_\_\_\_\_ Award.