

INSTRUCTIONS FOR SUBMITTING THE LOCAL SECTION MERITORIOUS AWARD NOMINATIONS

(Updated May 2024)

A. The nomination packet should consist of:

1. A completed [Award Nomination Worksheet](#)

- Local Sections may choose not to apply for the Best Overall Category, but instead for one, two, or three of the other Best Categories (e.g., Recruitment, Meetings & Programs, Public Education, or Management).
- For the Best Overall Award, you must complete the worksheet tabs of all four categories, however, applicants for a specific category need only to fill out the specific tabs for that award category.
- Supportive material (e.g., newsletters, meeting announcements, minutes) may be referenced to files located in the LS folders on SharePoint. Please use hyperlinks when referencing documents.
- Uncompleted but firmly planned activities at the time of nomination may be included worksheet if the dates are already known.
- Content is to be limited to activities of the Local Section, not Society or Professional Division activities of individual section members.

2. A one or two page summary by a Section Officer stating which award categories (Recruiting, Meetings and Programs, Public Information and Education, Management, or Overall) your section wishes to be considered for. You may also summarize facts, presented in the Award Nomination Worksheet, as to why your section deserves an award. Please attach supporting documentation that highlights the Section's most notable accomplishments from the past year.

B. The Award Nomination Worksheet, summary and supporting documents (in Word or Adobe Acrobat) must be emailed to honors@ans.org by **June 30**.

C. Evaluators will have two weeks to evaluate the nomination once they are distributed. Consequently, materials received after the distribution date to judges will not be considered.