

Tips for Writing a Winning Award Nomination

There are many worthy people and projects in Master Gardener programs across the state of Arkansas. We want to honor those with a State Award presented by Janet Carson at the 2017 State Master Gardener Conference. Many people look at the nomination forms and think “that’s a lot of work” or “I can’t write that”. Below are some tips to take the “sting” out of the process and to help you honor your special Master Gardener, Project, Agent, Newsletter, or Friend of MG. You will be so proud and happy you made the effort as you watch your nominee accept their award.

- Look at the criteria for each award and make sure you can present examples of how your nominee meets the criteria. You don’t have to enter every category, but you should enter in each category where you have a strong nominee.
- Choose your nominee. Make a list of all the reasons this nominee fulfills the criteria of the award. Check with others, or even the nominee, to verify the information and to learn more about the nominee and their contributions.
- Write your first draft using strong adjectives and action verbs to bring your nominee to life. Remember, the judges don’t know the nominee so give specific examples of what they have done and the impact. Tell stories and provide statistics where applicable. Don’t just say the nominee is outstanding – prove it – tell us what they did that was outstanding, why it was outstanding.
- Edit your first draft. Write sentences that are concise and provide specific information. Make sure you have addressed all the criteria. Proofread your nomination to make sure you have met all the criteria and there are no misspellings that may confuse the reader.
- Write final nomination making sure you have kept your nomination within the parameters of the award. Make sure you get the necessary signatures and then submit all your nominations from your MG program together.

YOU DID IT! We hope your nominee is the winner! If not, just like your garden, there is always next year, so don’t be discouraged. In the coming year the County 76 RRR project will provide you with more helpful tips on Writing a Winning Award Nomination and we hope to have a breakout session devoted to this topic at the 2017 PNG conference.