

Nonprofit MVP Award Nomination Guidelines

Award Description: Nonprofit MVP Award - Presented to a nonprofit team/staff member. This person is a behind-the-scenes administrative person, a direct service provider, program coordinator, or even an intern who went above and beyond the expectation of duties for a nonprofit this year. Shine a light on someone who may easily be overlooked but who does great work - *your nonprofit organization's MVP!*

Nomination Process:

- ✦ Individual may not nominate themselves. (Must be a paid nonprofit team or staff member)
- ✦ Nominees will receive a recognition letter from CFAAC upon receipt of the nomination form. The letter will include information on the nomination and selection process.
- ✦ A selection committee, to include local nonprofit and community leaders, will review all nominations and select the awardee.
- ✦ Following the selection, and prior to the public announcement, nominees will receive a letter notifying them of the results.

Nomination Narrative: Provide a written statement that includes specific information illustrating how the individual has made a positive impact on a nonprofit in Anne Arundel County. Include evidence and clear examples of what makes your nominee so exceptional. **Nominations should be limited to 500 words and include no more than three supporting documents.**

Start with a clear, direct, and specific statement of why the nominee deserves recognition. Include enough information for the selection committee to become familiar with the nominee's role within the nonprofit; including the individual's job duties and efforts to enhance the programs and services that the organization provides to the community. List the most important information in the first few sentences and then elaborate, as necessary.

Provide specific examples that address the award description and elaborate on why the nominee's accomplishments are worthy of the award. Examples should include the activities and qualities that make this individual outstanding, and that are clearly relevant to the Nonprofit MVP Award description.

- WHAT did the nominee do?
 - Projects and/or activities
- HOW did they do it?
 - Initiative and/or leadership
 - Teamwork
 - Creativity and/or innovation
- WHAT were the results and/or impact?
 - What did the nominee's efforts accomplish?
 - Are there specific benefits that have derived from those efforts?

Describe how others regard the nominee. Consider mentioning major awards and/or the nominee's community efforts.

Be thorough in including how the organization benefits from the nominee's support. This will enable the selection committee to fully understand the nominee's involvement and impact within the organization.

How to Write a Winning Nomination

- Share the big picture - Collaborate with individuals at the organization, staff, board, and clients served to tell your nominee's story.
- Determine who can write the best letters of support.
- Talk with your nominee, their family, and friends. Collect as much information as possible.

2020 Nonprofit MVP Award

Nominee:

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Name of Nonprofit where the Nominee is employed: _____

Nomination Submitted by:

Contact Name: _____ Title: _____

Nonprofit/Organization (if applicable): _____

Address: _____

City: _____ State: _____ Zip: _____

Phone Number: _____ Email: _____

Deadline for entries is Friday, August 7, 2020.

Assemble your nomination materials, including:

- Nominee's Contact Information
- Nominator's Contact Information
- Name of Nonprofit where the Nominee is employed.
- Nomination Narrative - The written statement is limited to 500 words.
- Letter(s) of Support - Up to three letters of support are welcome in addition to the written statement.
- Nomination must be submitted in its entirety by the deadline to be eligible.

Email completed form, written statement, and supporting documents to Amy Francis at amy@cfaac.org.