

## How to write a successful Mission Award Nomination

### Know the values and pick the best one.

- Spend some time reading the statements that describe each value and think about which one MOST describes your nominee. Even though a nominee may fit in multiple categories, or there may be some crossover, remember the strongest nominations are focused on how the nominee fits one particular value, and the examples you provide align with the statements that describe that value.

### Think of 3 unique examples

- The nomination form asks for three examples—this is your opportunity to choose your best three stories about the nominee and express them with heart and dedication.

### Work as a team

- Two or three voices are better than one. Ask for partners to join you by writing an example. Each person will have a unique perspective on the nominee, and will tell a different story. You can ask colleagues, a supervisor, residents, patients or family members to add an example to the nomination.
- When it is nearly complete, ask your supervisor, coworker or your Site Champion to review and make suggestions to enhance the nomination.

### Take some time to write your nomination.

- Start early and gather ideas and examples of how your nominee lives out the value.
- You can start a “potential nominee” list or file anytime and gather stories, cards from family members or other “kudos” throughout the year, so you have lots of great ideas and examples ready when you go to write a Mission Award nomination.