



Service Excellence Award Nominator's Checklist

Note: Please use this form as a guide for information gathering and for organizing your submission. **Submissions are NOT accepted by scan or fax. All submissions must be entered online.**

EXCELLENCE AWARD DESCRIPTION: This service award is given to a person, group, or company that has donated their time, talent, and/or resources to the *International Nursing Association for Clinical Simulation and Learning* to advance the field of nursing simulation and clinical laboratories.

The nominee must be a current member of INACSL and contribute to the advancement of INACSL's mission, vision, and values within the organization or in the workplace in one or more of the following ways:

- Actively seeking to foster the organization's goals,
- Demonstrating professional responsibility,
- Actively volunteering where there is a need,
- Exhibiting outstanding leadership within the organization by serving on committees or ad hoc groups or task forces,
- Mentoring others,
- Actively promoting the involvement of others,
- Building community,
- Enhancing member participation,
- Promoting diversity,
- Creating innovative and new projects, products, or member opportunities, and
- Innovating or enhancing existing INACSL programs or services.

Nominee Information:

First and Last Name _____

Title and Credentials _____

Home Address: _____

City _____ State/Province _____

Country _____ Zip/Postal Code _____

Email Address _____



Nominator Information (person submitting the award if not self-nominating):

First and Last Name _____

Title and Credentials _____

Home Address: _____

City _____ State/Province _____

Country _____ Zip/Postal Code _____

Email Address _____

In addition to the above information, you will need to submit the following:

1. One **nominator's statement** that clearly demonstrates support for the nominee and that explains how the nominee has met the criteria.
2. *Nominator's Statement*: In 250 words or less, describe the top 3 reasons the nominee is deserving of the selected award, a description of their valued work, and a summary statement that features what will set them apart from *others* (*word doc, word docx, pdf*).
3. One **letter of support** that clearly demonstrates support for the nominee and a statement evidencing that the nominee has meet the criteria as detailed on the awards rubric (*word doc, word docx, pdf*).
4. The nominee's **photo** (*maximum size 1 MB*).

Please transfer this information and submit documents to the Jot Form Link on INACSL Awards Link [here](#).