



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* organization to advance the field of simulation.

The nominee(s) exemplifies exceptional service resulting in a significant and positive contribution to INACSL in one or more of the following ways:

- Actively seeks to foster the organization's goals
- Demonstrates professional responsibility to INACSL
- Actively volunteers where there is a need
- Exhibits outstanding leadership within the organization by serving on committees or ad hoc groups or task forces
- Enhances existing INACSL programs or services
- Builds community

The nominee(s) promotes community within the INACSL organization and throughout the field of simulation locally, nationally, and internationally:

- Mentors others
- Promotes diversity, inclusion, and equity
- Actively promotes the involvement of members in the organization
- Creates innovative and new projects, products, or member opportunities



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):

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. The 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**).
2. 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**).
3. The nominee's "**Abbreviated CV**" specific to the Service Excellence award (max 3 pages – CVs in excess of 3 pages will only consider the first 3 pages of the CV)

Please transfer this information and submit documents [here](#).