



## Steps for compiling a LWF Conservation Award Nomination

1. Be sure to complete and attach the nomination form. Include a photo of the nominee if you have one (or email it to the LWF), but a photo is not a requirement, so don't delay submitting the nomination to wait for a photo.
2. The résumé of achievements should describe the work of the nominee and its significance.
  - A. Introduce the nominee with some background and biographical information.
  - B. Describe the work and accomplishments of the nominee with emphasis on the year of nomination. This description should be in as much detail as possible and address what was done and when, where, how and why it was done.
  - C. Explain in simple detail the importance of your nominee's work in advancing conservation. Connect the dots for the judges. It may not be as apparent to them as it is to you. Explain the meaning of your nominee's accomplishments in the larger context of conserving natural resources, protecting the environment, assuring a bright future, etc. Inspire the judges. Be passionate. Don't worry about over-embellishing. If you get the message across that it is important to you and why, it will be important to the judges as well.
3. Compile a timeline of activities and accomplishments of the nominee during the year for which the nomination is being made. If relevant, compile a timeline for previous years' efforts and accomplishments. This information should be appended to the résumé
4. Provide documentation via media clippings, other publications and testimonial letters of your nominee's work. Printed copies of media coverage and other publications posted on the Internet can be used. Documentation does not have to be extensive and voluminous, just enough to support the validity of the nomination.
5. Organize the nomination in a folder or notebook binder so that it will be orderly and logical for the judges. A plain package is just as effective as a fancy one. The judges are interested in the content and the pitch more than the presentation of the materials.