

How to write a great nomination for the Newlon Star Awards

Follow the tips below to give the person you're nominating a stronger chance of winning.

- Read the description of the award carefully. What characteristics, qualities or achievements are being looked for?
- Start with a clear, direct and specific statement about why your nominee deserves to win. This can just be a sentence or short paragraph.
- Then give concrete reasons that support your opening statement and show how your nominee meets the award description. Reasons could include examples and stories about them. You should include qualities that make your nominee outstanding and that are related to the award description. It is important that you be as specific as you can.
- It's a good idea to use the "what did the nominee do; how did they do it and what were the results?" format.
- Write a rough copy of your nomination first. Then read it over, check if it includes enough information for the judging panel. Make any changes you think are needed before you send it off.

Here's a good example of putting these tips into practice using a winning nomination from the 2015 awards:

What was the award and its description?

Resident Group of the Year Award - "open to any group of Newlon residents who work together with Newlon to improve the lives of residents where they live or beyond"

What did the winning nomination say?

Eve and Sarah have both individually been trained as and have formed together the exclusive group members of the Resident Complaint Panel for 6 months. These two residents have played a vital part in the early roll out of the new complaint process at Newlon since July 2014. Both have volunteered and attended every Panel meeting that was held in this period. This has proved to be invaluable in ensuring the Panels could be held and in the success of the scheme. It has given them the experience of reviewing 36 case appeals over the six months to pass on to new members through training.

They have contributed to the Panel running by chairing meetings, and playing an active contributory role on every case reviewed. This group of two members has a sound and reasoned approach to the cases which is vital in producing a fair outcome for the complainants whose appeals are under review. They are also great fun to work with and their participation has made working with them a pleasure.