

Student Affairs Leadership Awards – Tips for Nominators

Thank you for your interest in nominating a student, staff member, or group for a Student Affairs Leadership Award!

Here are some quick tips to assist you in writing the strongest possible nomination:

- Complete all portions of the nomination form.
- Address all the criteria for the selected award:
 - [I-EDIAA Impact Award](#)
 - Give specific evidence of your nominee's impact on the Queen's community
 - Show concrete examples of their commitment to the principles of I-EDIAA in academics, extra-curriculars, and/or personal development
 - Note how long they were in any relevant role(s) (as applicable)
 - Collect and submit letters of support for the nomination (see below)
 - [Peer Leadership Award](#)
 - Demonstrate the broad impact made by your nominee on their peers
 - Detail contributions they have made that go above and beyond what would normally be expected
 - Note how long they were in any relevant role(s) (as applicable)
 - Collect and submit letters of support for the nomination (see below)
 - [Brian Yealland Community Leadership Award](#)
 - Demonstrate the broad impact made by your nominee through working with youth in the local community
 - Detail contributions they have made that go above and beyond what would normally be expected
 - Note how long they were in any relevant role(s) (as applicable)
 - Collect and submit letters of support for the nomination (see below), including at least one letter from a community organization the nominee has worked with
 - [Michael Condra Outstanding Student Service Award](#)
 - Demonstrate the nominee's exceptional commitment to supporting students
 - Highlight specific initiatives or actions that have positively impacted student well-being and success
 - Collect and submit letters of support for the nomination (see below)
- Include specific details and examples; avoid general statements. Make sure the committee understands what is unique about your nominee and their impact!
 - For example: *"The nominee worked as the Equity Coordinator in their student society for 2 years where they led an initiative to address food insecurity, serving about 50 students,"* tells the story better than *"The nominee worked as the Equity Coordinator in their student society."*
- If multiple nominators are nominating the same individual or group, **please have one lead nominator submit the form and attach letters of support from other nominators.**

- Each nomination package can include up to **five letters of support in total**. Each letter can include multiple signatures if several individuals or groups wish to endorse the nominee in a single letter.

Letter of Support

Letters of support strengthen your nomination package and can be written by students, staff, faculty, community members, or groups.

You may include up to five letters of support per nomination. Each letter can include multiple signatures if several individuals or groups wish to endorse the nominee in a single letter. For nominations for the Brian Yealland Community Leadership Award, a letter of support is required from at least one community organization the nominee has worked with.

Tips for the Lead Nominator

- Think about others who have worked with your nominee and those who have benefited from their impact. Asking them to provide you with a letter can help demonstrate your nominee's contributions.
- If you are submitting multiple letters for your nominee, it can be helpful to coordinate and discuss what each letter writer plans to focus on.
 - How do the letters complement each other?
 - What story do they collectively tell about the nominee?
 - Use the letters to maximize the examples shared about the nominee.
- Set a deadline (before the award deadline) for other contributors to send you their letters so that you have time to review and compile all documents into one PDF file before submitting.

Tips for Writing an Effective Letter of Support

- Introduce yourself, including your full name and your connection to the nominee.
- Quality is appreciated over quantity. A well-written and concise letter will strengthen the overall nomination package.
- Speak directly to the award's selection criteria. Intentionally incorporate the language used in the criteria to highlight the nominee's strengths.
- As you write your letter, it can be helpful to consider the following questions:
 - What did the nominee do that was exceptional?
 - How did they do it?
 - What were the results or impact?
- Include specific characteristics and stories that make the nominee stand out.
- Proofread letters before submitting for any typos or grammatical errors.
- Use accessible language. The selection committee is composed of staff and students from multiple departments and faculties who may not be familiar with the specific organizations and activities you are describing. Avoid jargon, spell out acronyms, and provide context where needed.

Thank you for taking the time to recognize student leaders and staff members at Queen's!