

Supporting Materials

1. For each nominee, nominators may submit supporting materials of up to 20 single-sided; or 10 double-sided pages; in a 3-ring notebook. *The resume, nomination forms, and photo must also be in the 3-ring notebook, but are not counted as part of the supporting materials.* Notebook dividers count as pages towards the supporting materials, if there is text or images on the divider page.
2. All materials must be typewritten, and the font size must be 12 points, Times New Roman.
3. Nominators must submit a current 8" x 10" professional quality photograph of the nominee with his or her name written on the back. *If all you have is a scanned or computer photo – it's ok to send that.* The photo is not counted as part of your 20 pages of supporting materials.
4. Nominators may submit a Resumé for the nominee or organization. It may be up to 4 pages in Times New Roman 12 point font. An organization's information may include a fact sheet, history, and/or background information. The Resumé is not counted as part of the 20 pages of supporting materials.
5. All additional supporting materials must relate to the specific awards criteria for which the individual, association, or organization is being nominated. (See the "Criteria Eligibility Form" for each award, included in this packet.).
6. Appropriate supporting materials may include newspaper, newsletter, and magazine articles; printed programs; up to 3 pages of certificates and/or citations; up to 3 letters of support (must be typewritten unless submitted by a student); photographs; and similar materials. Do not send bulky items such as trophies, plaques, mounted certificates, videotapes, or audiotapes; however, the submission may include one CD or DVD, no longer than 15 minutes in length, as an example of the nominee's work. If a newspaper, newsletter, magazine articles, et al. are submitted in the binder, each page counts toward your 20 pages; unless the item is placed in a protective sleeve cover, then only the front and back would be read and counted.
7. Any CD or DVD submitted must be no longer than 15 minutes in length.
8. Use the "Nominations Materials/Organizing Form" to list and describe all supporting materials. All items must be properly numbered, labeled, and arranged in an orderly, sequential manner. Page numbers begin with the supporting materials. Nomination form must be typewritten, and the font size should be 12 points, Times New Roman.
9. Mail the completed nominations packet and all supporting materials in a large, securely wrapped envelope or box. *The Human/Civil Rights Committee strongly encourages the use of trackable, overnight mail to ensure that all materials meet the **postmarked deadline of December 10, 2015.***
10. Nominations that do not meet the submission criteria may not be considered.

Nomination Materials/Organizing Form

To help the committee identify and quickly return supporting materials received with award nominations, please number the items you are mailing. List and briefly describe them below. Organize material in order of criteria met and label accordingly.

Number of items mailed: _____

List and describe the supporting items:

1. _____

2. _____

3. _____

4. _____

5. _____

6. _____

7. _____

8. _____

9. _____

10. _____
