How to Write a Nomination Letter

Lisa K. Secrest
CMAR, rLATG
Who is one of the crowd or one who stands out?
Look for the employee who jumps out. Unleash their power by recognizing them.
What piece can you play?
Recognition is a key component of good leadership.
Nomination deadline: April 1st

**George R. Collins Education/Training**
- Plaque & $2000 honorarium
- Lab animal training

**Nathan R. Brewer Lifetime Achievement**
- Plaque & $3000 honorarium
- Major/repeated scientific contributions
- 40 years old or more

**Pravin N. Bhatt Scientific Investigator**
- Plaque & $2000 honorarium
- Young investigators
- Younger than 40

**Joseph J. Garvey Management**
- Plaque & $2000 honorarium
- Administration, education or support programs

**Technician of the Year**
- Plaque & $2000 honorarium
- Minimal supervisory experience
- Interested in education & training
- Proficient in their vocation

**Poster Session**
- Ribbon and honorarium
  - 1st Place = $300
  - 2nd Place = $200
  - 3rd Place = $100

**Technician Publication**
- Plaque & $500 honorarium
- 1st author in JAALAS, Comparative Medicine or LasPro
- Relevant articles in other journals
Animal Technician Award

Receive:

- Plaque, airfare, hotel, registration, membership and $350 towards expenses at National AALAS

Criteria

- 1 year experience
- Animal care activities
- Never attended an AALAS national meeting

Lab Products
Nomination deadline
July 18th
LAMA Awards
Nomination deadline
February 1st

Charles River Medallion
• $1,500 & Plaque
• Administrator/Manager

U. Kristina Stephens Award
• $500 & Plaque
• Outstanding service to LAMA

William O. Umiker Memorial Award
• Publications, books and presentations

Ron Orta Memorial Award
• $500 & Plaque
• Must present at LAMA meeting

LAMA
LABORATORY ANIMAL MANAGEMENT ASSOCIATION
LAWTE

Founder’s Award

• Active member
• Plaque, lifetime membership, $250

Impact

• Outstanding educator/trainer
• Plaque, 1 yr. membership, $100

Rookie

• Trainer < 2 yrs.
• Plaque, 1 yr. membership, $100

Nomination deadline
March 15, 2015

LAWTE Top 3

• Recognizes individual, group or organization
• Plaque
  • Performance
    • Public presentation, workshop or lecture
  • Development
    • Developed curriculum, online learning programs or other learning resources
  • Program
    • AAALAC accredited
    • Emphasizes 3Rs
    • Commitment to CEU and certification
Laboratory Animal Technician Award

Receive

- $500 and plaque

Criteria

- Experience
- Animal care activities
- Contributions to advancement of lab animal science

Purina Mills
Nomination Deadline
July 26th
**Option 1:**

**Facility of the Year**
- Outstanding achievements in the design/build of a new or renovated facility
- Showcases new ideas & accomplishments
- Facility design
- Construction
- Operation

**Facility Leader of the Year**
- Exhibit outstanding leadership
- Promote high standards

### Deadline: January 15th

### Need two support letters

<table>
<thead>
<tr>
<th>Category</th>
<th>Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>Years of experience</td>
<td></td>
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<tr>
<td>Length of time in current position</td>
<td></td>
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<tr>
<td>Degrees and/or credentials</td>
<td></td>
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<tr>
<td>Awards or other recognition received</td>
<td></td>
</tr>
<tr>
<td>Membership in related organizations</td>
<td></td>
</tr>
<tr>
<td>Positions held</td>
<td></td>
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<tr>
<td>Number of staff supervised</td>
<td></td>
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<tr>
<td>Type and size of facility</td>
<td></td>
</tr>
<tr>
<td>Illustration of how high standards of animal care and use are met or exceeded</td>
<td></td>
</tr>
<tr>
<td>Management style</td>
<td></td>
</tr>
<tr>
<td>Employee motivation, recognition, educational programs</td>
<td></td>
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</tbody>
</table>

Illustration of how high standards of animal care and use are met or exceeded
Example(s) of attention to regulatory compliance

*TurnKey*
NCAB
Nomination deadline
July 31st
The Award letter

1. Announces award and details
2. Reinforces behavior
3. Differentiates the recipient’s performance
   - Adds meaning
4. Thanks employee for contributions
5. Provides personal and special recognition
6. Enhances employee morale
7. Assures employees that good work is rewarded
How do you get started?

Read the name of the award and the selection criteria
- Be sure your candidate fits this criteria
- Write your letter with this criteria in mind

Get a copy of nominees’ resume
- Get accurate data

Talk to the nominee and coworkers for better understanding
- Strengths
- Experience
- Relevant supportive data
Paint a Picture of the Nominee

Try to identify a theme
- A “thesis statement” that sums up qualifications

Organize the letter effectively
- Specific details
  - Numbers
  - Facts
  - Examples
  - Anecdotes

Remember: You are describing an individual who may not be known by the judges
The Mechanics

Get someone else to look at early drafts
  • Get feedback
  • Improve on your letter

Solicit other letters of support
  • Make sure you know what is required to complete the nomination packet
  • Supply helpful information

Have someone check your final draft for mistakes

Submit your letter BEFORE the deadline!
How to Write the Letter

Begin with a thesis statement or theme
- Sums up qualifications
- Gives letter direction
- Helps organize ideas
- Helps judges see clearly

Following paragraphs
- Use specific details to show points
  - Numbers
  - Facts
  - Examples

Conclusion
- Sum up your reasoning
- Finish with a bold sentence
- Leaves reader with a lasting impression

Notes
- Each paragraph should lead back to thesis statement
- Keeps letter on track
- Generalizations will only get you so far
- You need proof to show your reasoning is valid
- The more the better
- Use letters of support
## Examples of key phrases

<table>
<thead>
<tr>
<th>A respected member of the team</th>
<th>Shows pride in their work</th>
<th>Contributes to a positive working environment</th>
<th>Leads by example by displaying honesty, intelligence, dependability, and integrity</th>
</tr>
</thead>
<tbody>
<tr>
<td>Consistently attentive to details in their animal work</td>
<td>Acts as a team player, offers to help others when needed</td>
<td>Consistently works toward the betterment of the group rather than themselves</td>
<td>Provides training opportunities for their subordinates</td>
</tr>
<tr>
<td>Executes institution-wide policies effectively, and provides upward feedback from their group to management</td>
<td>Developed or improved _______ for employees</td>
<td>Takes an active role in increasing their own knowledge of Lab Animal Science with ____________</td>
<td>Has eliminated distress or created other benefits for the animals they work with</td>
</tr>
</tbody>
</table>
Awards Selection Committee  
American Association for Laboratory Animal Science  
9190 Crestwyn Hills Drive  
Memphis, TN 38125

April 15, 201

I consider it a great honor and privilege to nominate Diana P. Baumann for the 2014 George R. Collins Education and Training Award. Diana has served the field of laboratory animal science with exceptional distinction since 2003 when she joined the Stowers Institute for Medical Research as an Animal Care Specialist.

Diana’s keen interest in herpetology and her background in teaching in her native England made her a perfect fit at Stowers. With her drive and ambition she quickly became the laboratory supervisor and by 2005 was appointed as the Managing Director of the Reptile and Aquatics Department. In her short laboratory animal science career she has achieved what many take years to accomplish. In a six year span she attained all AALAS certifications to include the CMAR and graduated from the Institute of Laboratory Animal Management (ILAM) in 2008. As the class president she impressed the AALAS leadership enough that she was immediately placed on the ILAM committee after graduation. That NEVER happens!

I first met Diana at an National Capital Area Branch (NCAB) social during a seminar. She was there to participate in a CMAR workshop. Little did I know that while eating lobster I would make a life-long friend. Our paths crossed again at the National meeting in Denver, Colorado for my first ILAM committee meeting. She impressed me as organized, hard-working and no nonsense. Just the touch needed for the ILAM committee.

Diana’s extensive knowledge and expertise in laboratory animal management have been tapped numerous times during her career. AALAS members and her staff at Stowers have all benefited from her devotion to excellence.
teaching and her distinguished leadership. Her latest endeavor has been as Co-chair for the Education Committee for LAMA. She was an amazing driver of the inaugural Leadership Boot Camp. It has gotten rave reviews from the attendees in Scottsdale, Arizona.

I continue to be amazed at the ease that Diana comes across to her students. Whether it would be SOP staff training, in an ILAM class, a CMAR prep course, or large meeting venues such as LAMA, LAWTE, SEAALAS, NCAB or AALAS Nationals. Her audience is captivated by her gentle guidance through, at times, some tough material. She has the capacity to make a student feel they are alone in the room getting a private tutoring session. Of course it never hurts to have some rocking cool lizard pictures to go along with her “Reptiles in Research” presentation. Even the most snake phobic person comes back with an appreciation of cold-blooded creatures after her talks. I think the reason that people are so drawn to her is that she genuinely exudes an aura of caring. She wants people to excel. She expects it from herself and she expects it from her audience. She will go to any length to make sure that we as listeners “get it”. That takes patience and skill. The irony is that she does it so well that we fail to realize how much hard work that seamlessness took to achieve. All we see is our own success: the CMAR achieved, the ILAM certificate in our hands or a concept understood. Is that not what great teachers do? Inspire us to learn and to go further than we thought possible. To me, that will be the legacy Diana will leave.

Diana’s ongoing and outstanding commitment to education for our AALAS members has demonstrated her remarkable ability to build networks, to touch people personally, to inspire her students to achieve more and to lead with integrity. I can think of no individual more deserving of the George R. Collins Education and Training than Diana P. Baumann. Thank you for your consideration.

Sincerely,

Lisa K. Secrest
Training Program Coordinator

www.priorityoneservices.com
Attn: Award Selection Committee
Lab Product Inc.
P. O. Box 639,
Seaford, DE 19973

Nomination of Ms. Debbie Simon for the 9th Annual Lab Products Animal Technician Award

Debbie Simon is a Research Assistant at the National Institutes of Health, Bethesda, Maryland building 10A animal facility. She is LATG certified and holds a Bachelor of Science degree in Biology. Debbie has provided technical support services such as injections of experimental drugs, ear tagging for animal identification, blood collection, bone marrow harvesting etc. to researchers in 10A animal facility for over 14 years. Debbie goes beyond the call of duty to assist researchers and helps other technicians to complete their tasks in a timely manner and with due diligence. She also participates actively in training and assists the facility trainer in hands-on training of facility staff and researchers on a wide range of technical procedures.

Debbie is a member of the National Capital Area Branch of AALAS and participates actively in both social and educational activities in the organization as well as the animal facility. She is kind and gentle, hard-working, dedicated to her duties and highly dependable.

Therefore, I am nominating Ms. Debbie Simon for the 9th Annual Lab Products Animal Technician Award for her continuous commitment and dedication to the care and use of laboratory animal. I strongly believe that this award would help to reassure Ms. Simon that her selfless contribution to the field of laboratory animal care is well appreciated. The award will also provide her the opportunity to attend the AALAS Nationals and meet with leaders in the field and also exchange information with her professional colleagues in other establishments on humane care and use of laboratory animals. This would ultimately enhance her knowledge and understanding of laboratory animal care and the advancement of animal science which will enable her deliver the quality of service required of a research assistant in the facility.

Thank you.

Lawrence Ayewoh, M.S., LATG
Facility Trainer,
National Institutes of Health,
Building 10A Animal Facility,
Bethesda Campus, Maryland
June

To: Ancare ILAM Scholarship Selection Committee

Re: Faith Sentz Support Letter

I consider it a privilege to add my voice of support to Faith L. Sentz for the 2015 Ancare ILAM Scholarship Award.

Faith came on board to Priority One Services on July 1, 2013 when she accepted the Research Specialist position at our Food and Drug Administration, Center for Biologics Evaluation and Research (FDA CBER) contract in Bethesda, Maryland. The first time I met her was during a training session I conducted that July. During class she impressed me as bright, articulate and passionate about the animal laboratory research field. What sticks in my mind is the conversation we had after that first class. She had asked if I was the point person that decides who gets to attend ILAM and if so, she wanted me to know that she was interested, VERY interested in attending. I had to tell her that her manager was already slated to attend his second year in 2014 and maybe there would be a chance sometime in the future.

Faith has been a stellar employee and she has played a key role on the CBER contract. She is responsible for all activities required for the proper health care and maintenance of the wide variety of over 12,000 FDA animals located in the facility, to include mice, rats, guinea pigs, rabbits, and ferrets. She maintains an inexhaustible work ethic and provides technical expertise and attention to detail that is greatly appreciated by the investigators and staff. Ms. Sentz is currently LATG certified and she has recently applied for her CMAR exams, another goal that she is well on her way to accomplish.

Priority One Services typically sends four students per class each year. We have a long waiting list and it rotates among our multiple contracts. The reality is that a fantastic employee, like Faith, may wait years for the chance to go even with a company like Priority One that promotes outside educational opportunities. Since her manager, Mario Hernandez just completed his ILAM experience and the already long list of hopeful attendees that are waiting patiently, it would be at least, if all, five years for Faith to get to the top of the list.

Having the Ancare ILAM scholarship would be crucial for Faith’s career goals. With no hope of having company funds and unable to come up with the monies from her personal bank account a scholarship is the only sure fire way that she can attend this prestigious program.

Faith’s ongoing and outstanding commitment to the animals in her care has demonstrated her remarkable ability to manage multiple projects and work with integrity. My sincere hope is that she will be able to attend the Institute of Laboratory Animal Management course and get the tools she needs to further her education and career goals. I can think of no individual more deserving of the Ancare ILAM Scholarship Award than Faith L. Sentz. Thank you for your consideration.

Sincerely,
Lisa K Secrest
Lisa K. Secrest
Training Program Coordinator
Tips in Review

Use the rating criteria as an outline for organizing your nomination.

- Use headings to transition from one rating criteria to the next

Speak directly to the rating criteria

Keep narrative to a minimum

- Include all information necessary to highlight your nominee

Include all information required for the award category
Tips in Review

Content is more important than a decorative presentation.

Compelling stories are often seen very favorably by judges
- Look for a factual, yet engaging angle to present your nominee

Support letters
- Seek letters from individuals having 1st hand knowledge and cite those in the support letters.

Use underlines to bring attention to important facts
- Don’t use highlights
  - Might mask the word on a copy
If it doesn’t work...

Revise the letter as needed
Nominate the person again
New opportunity every year!
Now...it’s YOUR turn

- Who came to mind?
  - Write down their name!
- What makes them special?
  - Write it NOW!
- Where do they make a difference?
  - Write it NOW!
- Why do they stand out in your organization?
  - Write it NOW!
- When did they WOW you?
  - Write it NOW!
You are on target!
Write the letter and send out the packet