



2016 Serve Indiana Awards for Excellence Nominator Tips

Thank you for considering nominating an individual, organization or business for the 2016 Serve Indiana Awards for Excellence (SIAE). We hope you find the nomination process an easy one. Below we've compiled a few tips on how to submit an effective and competitive SIAE nomination form.

2016 SIAE nomination forms must be submitted by 5 p.m. on Monday, July 18, 2016.

1. Read the entire 2016 Serve Indiana Awards for Excellence (SIAE) instructions and criteria on the Serve Indiana website www.serveindiana.gov/awards before starting the actual application.

2. A template nomination form is available on the Serve Indiana website. You must fill out the application in one session. You will not be able to save the application as you go.

- Prior to filling out the online nomination form, we suggest you use the template questions to type out your answers completely in a word document first.
- This will allow you to copy and paste your responses into the online forms. (It will help prevent the system from timing out on you before the application is completed).
- Please be as complete as possible and provide all requested information.

3. Carefully examine each of the award categories and determine which category best fits the individual, organization, or business you have selected for nomination.

- Because the nomination questions and criteria are slightly different for each category, the category you select is very important as nominees cannot be moved from one category to another.
- Once the appropriate category has been chosen, familiarize yourself with the information that needs to be provided in the questionnaire.
- You can only submit an individual, organization, or business in ONE category.

4. When completing the questions asked on the nomination form be as descriptive as possible.

- This is your chance to express, through the written word, why the individual, organization, or business you are nominating deserves to receive a 2016 Serve Indiana Awards for Excellence. Questions will include things like background information on the nominee, their history of volunteerism/service/community involvement, key activities of the nominee, quantitative data, qualitative data, and more.
- Keep in mind well-written answers are more likely to get further along on the peer review process than poorly-written answers.

If you have any questions about the deadline or nomination process, please call 317-233-4273 or email swilliams@serveindiana.gov.

Best of luck!
Serve Indiana