

Directions for Use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the Outstanding Patroller Award form. The worksheet is designed to assist with questions 5 through 10 for individual recognition, questions 11 through 12 for organization participation, and question 14 for Outstanding Instructor or Outstanding OEC Instructor. The more you can identify on the worksheet, the more likely the nomination will be approved by Region, Division, and National Award Committees.

There are nine categories for Outstanding Patrollers (ten counting the Central Division Outstanding Nordic Patrol Representative): Young Adult Patroller, Patroller, Alpine, Nordic, Paid, Instructor, OEC Instructor, Administrative, and Patrol Representative.

Always use the current year's forms. Font size on the forms is 9 point Times New Roman. Do not use smaller font size. If you do, when the font is changed back to 9 point, this could affect the number of pages on your award and may result in the nomination being disqualified. Additional supporting information for the nominee may be attached when space on the form is insufficient, but it must not exceed two single-side pages. This means the Outstanding Patroller submissions cannot exceed the signed cover sheet and 4 additional pages, including the letter of support. The letter of recommendation should be brief but complete. It should cross reference supplemental data to the numbered sections on the nomination form. Superfluous information only takes up space.

In order to ensure fairness in the selection process, with the exception for Section 1, none of the sections of the form or the letter of recommendation form should include specific names of people, places, regions, patrols, etc. For example, instead of using "Western Region," write "Region." Instead of writing "Central Division," write "Division." For letters of recommendation, do not use "they" when referring to the patroller's accomplishments. While not specially prohibited it is best to not use "he/she" or "his/her", the nomination is more readable using "he" and "she" and is considered appropriate.

The key to success with these nominations is outstanding service in individual events and for extended service to the National Ski Patrol within a time period that includes the current season as well as three previous seasons. For example, this means you can use the 2013-2014 season, 2012-2013 season, 2011-2012 season, and finally, 2010-2011 season. Any mention of involvement prior to these seasons must be removed from the submission. The only exceptions are in Section 5 and 14; refer to those sections in the Guidelines for details.

A National Appointment or Leadership Commendation Appointment is **not** a requirement to receive an Outstanding award. No individual may be nominated for more than one outstanding award in any year. A winner of a National Outstanding award, either an individual or a patrol, cannot reapply for any outstanding award for the following four seasons.

If a nominee has service as a dually-registered volunteer and paid patroller, and is nominated for any outstanding award other than Outstanding Paid Patroller, the nomination must be considered on the merits of the volunteer service and experience alone. For Outstanding Paid patroller, the patroller must be registered as paid and all hours and NSP related efforts used in the submission must be done in that capacity as a paid patroller.

Young Adult Patrollers must be registered as Alpine Patroller, Nordic Patroller, or Patroller (or Senior if applicable in these membership categories). Young Adult Patrollers cannot be over 19 years of age on June 1 of the year nominated. Candidates are not eligible for Outstanding Awards.

For Outstanding Patroller, Outstanding Alpine, or Outstanding Nordic patrollers, the nominee cannot hold positions or advisorships above patrol level. If they do, they are ineligible for these awards. Outstanding Instructor, Outstanding OEC Instructor, Outstanding Administrative and Outstanding Patrol Representative can hold positions above patrol level.

Check member pages to ensure the nominee is current on dues and refreshers. This is especially important if the nominee has taken refreshers at another patrol and this information did not get to the National office.

Make sure the proper individuals sign and print their names on the forms. Either the Awards Advisor or Region Director can sign as review board chair, but National strongly prefers the Awards Advisor be the Chair.

For purposes of the award, the current list of Credentialed Programs is as follows:

- CPR (American Heart Association, Red Cross or National Safety Council)
- Avalanche
- Mountain Travel and Rescue
- Nordic
- Outdoor Emergency Care
- Instructor
- Instructor Mentoring
- Instructor Development
- Introduction to Patrolling
- Transportation
- Accredited Senior Evaluator (ASE)
- PSIA
- AASI

These are examples of programs that are NOT credentialed:

- Awards
- Chair Evacuation
- Snowmobile
- Patrol Board of Directors
- Skiing and Snowboarding Proficiency
- CSIM
- Newsletter

Please note that as you type in any table, if you pass the end of the space it will expand automatically.
Note: "Thru Date" must be an actual year, NOT "present."

5. Ski Patrol Service

5. Ski Patrol Service		A L P I N E	N O R D I C	P A T R O L L E R	Y O U N G A D U L T	V O L U N T E E R	P A I D
Dates							
2002 - 2002	Candidate	X				X	
2003 - 2012	Patroller	X				X	
2003 - 2005	Patroller	X					X
2005 - 2012	Senior OEC	X				X	
2008 - 2012	Senior Ski & Toboggan	X				X	
2008 - 2012	Senior						
█ - █	Certified						
█ - █	Appointment (NA-LCA)						

- a. List dates above and mark (x) appropriate box.
- b. Explain, as needed, any unusual circumstances that may not be reflected on above grid, i.e., nominee transferred to another patrol, changed discipline, dual membership, etc
 During the seasons this patroller worked as a paid patroller, also served as a volunteer patroller on weekends.

This is one area where the 4 year rule does not apply. Use part B to describe and define the specifics. Please take note that this example states the patroller is recorded as both a paid and volunteer for a few years of service. Also note the different years of which the patroller attained different levels of Senior classification.

6. Ski Patrol Service Time:

a.	Number of hours on hill duty this season:		days open:		last season:		days open:	
b.	Number of hours off hill duty this season:		last season:					

Use last season's actual on and off hill duty hours and days open for the area. Use an estimate for this season based on projected hours the nominee is expected to serve. *If the nomination is passed on to Division and the current years estimates are found to be lower than actual, these numbers can be adjusted before the nomination is sent out to the Division judges. The corrected numbers must be passed up through the Region Awards Advisor and Division Awards Advisor.*

7. Ski Patrol training courses successfully completed and/or instructed

Start Date (Year)	Thru Date (Year)	Describe the ski patrol-related courses taught, including dates of classes (most recent listed first), number of students—local, region, or division level
		A. Completed
		B. Instructed

Here are some examples of successful entries for the patrol-related courses completed and/or taught:

a. Completed

- 20xx - 20xx: Annual Patrol OEC Refresher and On the Hill Refresher;
- 20xx - 20xx: Annual Chair Evacuation Refresher;
- 20xx - 20xx: Annual CPR certification;
- 20xx: Region Senior Alpine Skiing;
- 20xx - 20xx: Division Women’s Clinic;
- 20xx: Division OEC Instructor/ IT Conference;
- 20xx: Region Toboggan Enhancement Seminar;
- 20xx: Division Ski Trainer’s Workshop;
- 20xx: Region Senior Alpine Toboggan.

b. Instructed

- 20xx - 20xx: Basic OEC candidate class instructor at nearly every class. Patrol classes have included 10-15 candidates each year
- 20xx - 20xx: American Heart Association CPR BLS for Healthcare Providers (8 classes each year with 10-15 participants);
- 2007 - 20xx: Annual Patrol OEC Refresher (100+ patrollers attending each year)

8. NSP leadership positions held

Start Date (Year)	Thru Date (Year)	List patrol leadership positions and any past leadership positions above patrol level that may be applicable within the 4 year time window. List offices, advisorships, committee chairmanships, etc. Show dates starting with most recent

Here are samples of successful entries for the NSP Leadership question:

- 20xx - 20xx: Local Patrol Assistant Patrol Director
- 20xx - 20xx: Local Patrol Awards Committee Chair
- 20xx - 20xx: Instructor of Record for OEC Candidate class
- 20xx - 20xx: Patrol Shift Leader
- 20xx - 20xx: Region Board Recording Secretary

9. NSP Awards Received

Year	List NSP Awards showing dates starting with the most recent.

Here are samples of successful entries for the Awards question:

- 20xx: Division Director’s Program Award for Instructor Development Program Development
- 20xx: Division Director’s Program Award for Nordic Program Development
- 20xx: Region Outstanding OEC Instructor
- 20xx: Region Outstanding Service Award
- 20xx: Local Patrol Bravo Award

10. Support of NSP

Year	List the NSP programs the nominee was involved in showing dates starting with the most recent; specific ones being the following:
	<ul style="list-style-type: none"> ▪ Promotion of ski safety, accident prevention, and public relations ▪ Involvement in instruction and evaluation. ▪ Development of new equipment or procedures. ▪ Participation in section, region, division, and national committees or programs

Here are samples of successful entries for the support of NSP question:

- 20xx - 20xx: Coordinates and delivers a minimum of 4-5 Region Instructor Development courses per year
- 20xx - 20xx: Mentors Instructor Development candidates throughout the Region
- 20xx - 20xx: Provides Quality Assurance oversight for multiple annual patrol refreshers, OEC instructor annual refreshers and OEC basic candidate evaluations within the region
- 20xx - 20xx: Serves as a trainer and evaluator for the Region Senior Emergency Management (SEM) training and evaluations
- 20xx - 20xx: Coordinator of Regional Nordic ski examinations for candidates
- 20xx - 20xx: Attends Regional and Divisional Nordic ski clinics
- 20xx - 20xx: Certified Nordic Examiner for basic and senior candidates at Region and Division events
- 20xx - 20xx: Ski Patrol Planning Committee Member
- 20xx - 20xx: Volunteers many hours to 3-4 Regional Alpine Patrols to assist in OEC candidate training, even when no Nordic candidates have been registered with the classes
- 20xx: Attended NSP Division Meeting
- 20xx - 20xx: Active participant at Region Meetings Serves on the committee planning board for an annual International Nordic Race event that attracts 8500 + participants yearly

11. Contribution to skiing outside of NSP

Year	Show where the nominee has interacted with the community and has contributed as it relates to the skiing industry. This would include Special Olympics, ski clubs, church ski programs, Boy/Girl Scouts, etc

Here are samples of successful entries for the contribution to skiing outside of NSP question:

- 20xx - 20xx: Coordinates Trail Rescue Simulations for a Regional Park District
- 20xx - 20xx: Serves as Race coordinator for Regional Park District sponsored Nordic Race Events
- 20xx - 20xx: Patrols 50+ hours yearly on Regional Park District trails (in addition to his NSP hours)

12. Relationship with cooperating agencies

Year	Show how the nominee has supported and cooperated with agencies affiliated with the NSP. Show cooperation with: Ski area management, government, Ski instructors, Allied agencies – i.e. NSAA, SIA, PSIA, etc.

Here are samples of successful entries for the relationship with cooperating agencies question:

20xx - 20xx: AHA CPR Instructor who has taught CPR classes to countless Park District employees, park patrollers, Regional Park Public Safety officers

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20xx - 20xx: Has helped instruct American Heart Association first aid to participants who attend class at the state registered training center that was created by the area Patrol Representative to serve the needs of community members including municipal area police departments

20xx - 20xx: Member of the Regional Park District Bike Patrol that provides first aid assistance to injured park visitors

20xx - 20xx: Conducted surveys with visiting area patrons as requested by area management to collect data to help with identifying and responding to ski and snowboard industry trends

20xx - 20xx: Works closely with ambulance and emergency medical providers who service the ski area

20xx - 20xx: Volunteers and provides medical assistance / first aid skills at an internationally recognized marathon event

20xx - 20xx: Is a member of the local Certified Emergency Response Team (CERT Team).

14. Year of certification for Instructor

Alpine Toboggan:	<input type="text"/>	Avalanche:	<input type="text"/>	Instructor Development:	<input type="text"/>	MTR:	<input type="text"/>
Nordic:	<input type="text"/>	Outdoor Emergency Care:	<input type="text"/>	Patroller Enrichment Seminar:	<input type="text"/>	<input type="text"/>	
Other (please identify): <input type="text"/>							

This Section is only used for Outstanding Instructor or Outstanding OEC Instructor.

This is one area where the 4 year rule does not apply. Fill in **all** the dates and **all** instructorships (including CPR and PSIA) the nominee has ever had. It shows them a strong career and adds to their overall feel about the nominee.