

Directions for use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the Nomination Appointment form for a patroller being considered for either a National or Leadership Commendation Appointment. The worksheet is designed to assist with questions 1 through 11 of the form. The more you can identify on the worksheet, the more likely the nomination will be approved by Region, Division, and National Award Committees.

The key to success with these nominations is demonstrated ongoing leadership, not just a flash of leadership. The longer the demonstrated leadership, the better!

Be as specific as possible in the description and information requested. The end date must be a year; it cannot be “present.” List all items in a section from oldest to newest.

The current list of Credentialed programs is:

- CPR (American Heart Association, Red Cross or National Safety Council)
- Avalanche
- Mountain Travel and Rescue
- Nordic Back Country
- Outdoor Emergency Care
- Instructor Development
- Introduction to Patrolling
- Accredited Senior Evaluator (ASE)
- PSIA
- AASI
- Outdoor Emergency Transportation
- Women’s Program
- Senior Emergency Management
- Certified Program

These are examples of programs that are NOT credentialed:

- Awards
- Chair Evacuation
- Snowmobile
- Patrol Board of Directors
- CISM
- Newsletter

The letter of recommendation should be brief but complete. It should cross reference supplemental data to the numbered sections on the nomination form. Use the nominees’ full name initially, then use first name or nick name if previously noted. Do not write the letter in third person form. You want to highlight this person accomplishments. Let the reviewers know who you are trying to acknowledge.

Please note that as you type in any table, if you pass the end of the space it will expand automatically.

Normally items are listed in an ascending order in section 6, 8, 9 and 10. Ascending order is not a requirement, however consistency in listing items is. List items either ascending or descending in all 4 sections.

Sections 1-2 – Nominees Information

The nominees contact information and Patrol registration should be filled out accurately. Use the Patrollers name as it is registered in the National database. **Do not use nicknames.**

Section 3 – Date of Original Registration

List the original NSP registration year, the Patrol the nominee was first registered with the NSP.

Section 4 – Now Registered with

Name primary Patrol and Division the nominee is currently registered with.

Section 5 – Sponsor’s Name and Appointment Number

The sponsor of a National Number or Leadership Commendation nomination must hold an appointment. The sponsor must include their name and Appointment number.

Approvals & Signatures

The appropriate Approval names and Signatures list the correct hierarchy. The only exception is when nominee holds one of these positions. In this case print Nominee in the appropriate field.

Public Posting Date

This is usually the date the award will be presented. After which the award will be entered on the Patrollers profile in the National database.

Section 6 – Must have demonstrated leadership that benefits the NSP

a. Beyond the patrol level (Region, Division, National)

Level (Region, Division, National)	Credentialed Program	Demonstrated Leadership	Start Date (Year)	Thru Date (Year)

Here are samples of successful entries for the demonstrate leadership section 6a beyond the patrol level” question:

Region	OEC	IT	20xx	20xx
Region	SEM	Evaluator	20xx	20xx
Division	Nordic	Supervisor	20xx	20xx
National	OEC	New Manual Editor	20xx	20xx

b. **And/Or** serving two or more ski seasons as a certified instructor in a program beneficial to the NSP

Number of Seasons Served	Course Description	Start Date (Year)	Thru Date (Year)

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Include the number of patrollers served when possible. Here are samples of successful entries for the demonstrate leadership section 6b serving 2 or more years as certified instructor” question:

9	OEC Instructor	19xx	20xx
10	MTR I and II Instructor	19xx	20xx
3	MTR IT	19xx	20xx
4	Toboggan Instructor	20xx	20xx

Another example on how to present this section’s information.

Number of seasons served: 10

Course descriptions and hours served: Patrols Basic OEC Instructor of Record (IOR) from 2003 – 2009 averaging 80 hours per season and 6 students.
 Patrols Fall Refresher IOR from 2003 – 2009 average 50 – 60 patrollers.
 Patrols Fall Refresher IOR from 2011 – 2013 average 50 – 60 patrollers.

Continues to be main contributor to OEC Instruction at local patrol, both during the OEC classes and Fall Refreshers.

Provides Quality Assurance (QA) at two areas. Travels 270 miles, one way, as OEC IT QA for an area in the Region, 125 miles, one way, as OEC IT QA for a second area in the Region, and was an OEC IT QA for a third area which is not in the Region.

c. And/Or exceptional performance as NSP patrol representative (explain)

Patrol	Exceptional Performance	Start Date (Year)	Thru Date (Year)

Here is a sample of a successful entry for the demonstrate leadership section 6c exceptional performance as NSP patrol representative” question:

X has been PR for the Y Patrol for the past 5 years during which the patrol has doubled and become fiscally stable.

Section 7 – Active Patrol Experience (minimum 8 seasons required, 1 season as a senior):

Here are samples of successful entries for the Patrol Experience question:

Total Years Patrolling:	27	years	<input checked="" type="checkbox"/> Patroller:	2	years	<input checked="" type="checkbox"/> Alpine/Nordic Patroller:	4	years	
<input checked="" type="checkbox"/> Candidate:	1	years	<input checked="" type="checkbox"/> Senior Patroller:	4	years	<input checked="" type="checkbox"/> Senior Alpine/Nordic Patroller:	8	years	
							<input checked="" type="checkbox"/> Certified / Nordic Master:	8	years

Candidate for 1 year; Patroller for 4 years, Senior Patroller for 4 years, Alpine/Nordic Patroller for 4 years, Senior Alpine or Nordic for 8 years, and Certified Alpine or Nordic Master for 8 years, Total 27 years

Total Years Patrolling:	17	years	<input checked="" type="checkbox"/> Patroller:	2	years	<input checked="" type="checkbox"/> Alpine/Nordic Patroller:	7	years	
<input type="checkbox"/> Candidate:	1	years	<input type="checkbox"/> Senior Patroller:		years	<input checked="" type="checkbox"/> Senior Alpine/Nordic Patroller:	7	years	
							<input type="checkbox"/> Certified / Nordic Master:		years

Candidate for 1 year; Patroller for 2 years, Alpine/Nordic Patroller for 7 years, Senior Alpine or Nordic for 7 years, Total 17 years

Total Years Patrolling:	16	years	<input checked="" type="checkbox"/> Patroller:	3	years	<input type="checkbox"/> Alpine/Nordic Patroller:		years
<input checked="" type="checkbox"/> Candidate:	1	years	<input checked="" type="checkbox"/> Senior Patroller:	12	years	<input type="checkbox"/> Senior Alpine/Nordic Patroller:		years
						<input type="checkbox"/> Certified / Nordic Master:		years

Candidate for 1 year; Patroller for 3 years, Senior for 12 years, Total 16 years, an LCA nomination since without Alpine/Nordic Patroller checked the patroller has not passed a skiing evaluation

Section 8 – NSP Organization History

Start Date (Year)	Thru Date (Year)	List and describe leadership positions, committee assignments, patrol activities, etc.

Here are samples of successful entries for the NSP Organization History question:

- 20xx – 20xx OEC Instructor
- 19xx – 20xx SEM Evaluator
- 19xx – 20xx Section Chief
- 19xx – 20xx Division Nordic Ski Enhancement Seminar
- 19xx – 20xx MTR I and II Instructor
- 19xx – 20xx Alpine Toboggan Instructor
- 19xx – 20xx Avalanche Instructor
- 19xx – 20xx Patrol Team Leader
- 20xx – Member of planning committee for Central Division meeting
- 19xx – 20xx Organized and managed patrol on-hill refreshers

Section 9 – Skiing public and skier safety education (show lectures, projects, interaction with the skiing public)

Year	Lectures, projects, interactions with the skiing public

Here are samples of successful entries for the Skiing public and skier safety education question:

- 20xx Participation in trail simulations for Three Rivers Park District
- 20xx Volunteer Assistant Coach for High School Nordic/Alpine Ski Team
- 20xx Assist at Nature Center events related to skiing
- 20xx Lecture at public events at ski area related to skiing safety
- 20xx Work at disabled skier events at ski area

Section 10 – NSP Awards

Year	Award

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

- 20xx Yellow Merit star,
- 20xx Outstanding Awards (patroller, service, instructor, etc.) from patrol, region, division, and/or national level
- 20xx Program Awards
- 20xx Certificates of Appreciation

20xx Distinguished Service Award
20xx local patrol awards

Section 11 – Sponsor’s Recommendation

All nominations must include the Sponsor’s recommendation.

Describe what services this patroller has done to benefit the NSP and how long the duties were performed. Include specific accomplishments of the nominee. This is where the sponsor must sell the nomination. By signing the nomination the sponsor verifies for the soundness and accuracy of the nomination for the NSP member.