

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 12 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
- Awards
- Patrol Board of Directors
- CISM
- Newsletter

These are examples of programs that are NOT credentialed: (These are under area management and not NSP programs)

- Chair Evacuation
- Snowmobile

The intent of the credentialed program selections is to stimulate thought of what should be included. If a member is part of the resort team that develops and teaches these skills to members it is an important service to the local patrol and resort. A key factor in this and all awards is “**what did the nominee do**”, not that they held the position. A person might have been a Patrol Board Rep and attended meetings for 20 years and not have done anything else. The question is what did the nominee do as a board member that benefited the patrol and NSP. Did they encourage and help members attain additional training and certification (i.e., Senior, Certified or Nordic Master)? Did they mentor new members to become active in patrol education programs or management?

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.

Sections 6 – Sending, Presentation, Posting, and Signatures

The Send the awards to, presentation, posting dates are to be completed by the Division Awards Advisor or Division Director when the nomination advances to Division level. These dates are usually the dates the award will be presented. After which the award will be entered on the Patrollers profile in the National database.

Date Needed

Should be a date at least a week before the anticipate presentation date. Normal processing varies by Region but always includes review and approval by a Region Committee and review and approval by a Division Committee. After approval by the Division, the award is sent to the National Awards Advisor checked and forwarded to the National Office. Normal processing once the award reaches the National Office can take 45 days. Review at the Division level can take a couple weeks and Region review could take couple more. Therefore, Applications submitted to the Region at least 10 weeks before the planned presentation date. NOTE: Nominations for this award can be submitted to the National Awards Advisor at any time during the year.

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.

Approvals and 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.

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 – Must have demonstrated leadership that benefits the NSP

This is the crux or an appointment and probably the least understood section of the nomination. Leadership must be demonstrated on at least one of these areas. Many don't read the OR and just see the "and" in this section.

Section 8a - Is for offices and adviserships held above the patrol level. Not for patrol level committees. Not for assisting planning events, etc.

Section 8b - Is for service as an instructor in an NSP instructional program. Some have considered class IOR's as leaders and others that included simply completing instructor training as appropriate. The answer falls between these two and an instructor that leads teams to teach part of a class or refresher or develops new approaches to teaching NSP materials is demonstrating leadership in this section.

Section 8c - is for Exceptional Leadership as a PD/PR. This means leading their patrol to be active, to support Section, Region and Division Activities, training and other programs. Simply completing all paperwork on time and insuring their hill is cover is not exceptional leadership.

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

Level (Region, Division, Credentialed)	Start Date	Thru Date
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National)	Program	Demonstrated Leadership	(Year)	(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)
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 9 – 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 10 – Skiing public and skier safety education (show lectures, projects, interaction with the skiing public)

Year	Lectures, projects, interactions with the skiing public
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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 11 – NSP Awards

Year	Award
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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 12 – 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. Don’t just repeat the offices and training listed above or describe how great a person this nominee is. Use this area to describe what the nominee did while holding that office or teaching classes.

By signing the nomination, the sponsor verifies for the soundness and accuracy of the nomination for the NSP member.