

## Directions for use of this Worksheet

The purpose of this worksheet is to assist in gathering the information needed to complete the Distinguished Service Award form. The worksheet is designed to assist with sections 1-7 for individual recognition (NSP) and for organization recognition (non NSP). 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 extraordinary service to both the National Ski Patrol and the skiing public over a long period of time. A National Appointment or Leadership Commendation Appointment is not a requirement to receive this award. The service provided must demonstrate exceptional devotion to duty and outstanding performance. This can also be awarded to a person not affiliated with the National Ski Patrol for outstanding contributions to the organization (i.e. a ski area manager).

Be as specific as possible in the description and information requested.

The current list of Credentialed programs is:

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

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

Normally items are listed in an ascending order in sections **5d**, **5e**, **6a**, and **6b**. Ascending order is not a requirement; however consistency in listing items is. List items either ascending or descending in all 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.**

### **Sections 3 – Certificate Wording (NSP and Non NSP)**

A single centered line is required; the National office will truncate or edit any extensive wording. This is the wording printed on the certificate for why this award is being given to the individual or organization.

### **Section 4 – Sending, Date Needed, Posting Date, and Signatures**

The Send the awards to and address to send to must be a valid mailing address. **Do not use a PO box.**

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 & 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.

### **Sections 5 – Ski Patrol Membership History**

#### **a. Total Years of Patrolling (NSP member)**

List the total years the member has been registered with the NSP, the number of years the member held Senior or Certified/Master classification. **Note:** Senior or Certified/Master is not a requirement to receive this award.

**b. Date of Original Registration (NSP member)**

List the date, Patrol and Division the member was originally registered with the NSP.

**c. Now Registered with (NSP member)**

List the Patrol, Region, and Division the member is currently registered with. **Note:** For a recently retired or deceased NSP member current NSP registration is not required.

**d. Ski Patrol History (NSP member or NSP involvement for Non-NSP member)**

No. of Years	Leadership position, committee assignments, patrol activities, awards
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Here are samples of successful entries for the NSP History question:

- # of years OEC Instructor
- # of years SEM Evaluator
- # of years Section Chief
- # of years Division Nordic Ski Enhancement Seminar
- # of years MTR I and II Instructor
- # of years Alpine Toboggan Instructor
- # of years Avalanche Instructor
- # of years Patrol Team Leader
- # of years Member of planning committee for Central Division meeting
- # of years Organized and managed patrol on-hill refreshers
- # of years Recipient of Local patrol awards xxx

**e. Training Courses or Workshops (NSP member)**

Date completed	Description	Location
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Here are samples of successful entries for the Training courses or Workshops question:

Oct	20xx	OEC instructor at annual OEC refresher for xx patrol	Somewhere, USA
Dec	20xx	Ski Enhancement Seminar: participated in as an evaluator	Somewhere, USA
Jan	20xx	Advocate for region SEM precourse	Somewhere, USA
Feb	20xx	Toboggan Enhancement Seminar	Somewhere, USA
Jan	19xx	Instructor of Record for Candidate toboggan class	Somewhere, USA

**Note: Section 6a and 6b are used when the nominee is a non-NSP Member or Organization (non-NSP nomination)**

Examples of organizations include Ski areas or a rotary club that has provided extraordinary support to a local ski patrol.

**Section 6a – Background/History of Organization (non NSP Member)**

Description should speak to the following points concerning the history of the organization:

- What it is
- What it does
- How it was founded
- General involvement in sport of skiing, etc.

Here are samples of successful entries for personal skiing history of the non –NSP member.

19xx – 20xx Years of skiing and/ or snowboarding

19xx – 20xx Employment/role at ski area ABC including specifics about the interactions with the NSP

**Section 6b – Support of NSP Organization (non NSP Member)**

Describe in detail what this organization has done in support of the NSP.

<b>Start Date (Year)</b>	<b>Thru Date (Year)</b>	<b>List personal skiing history (non NSP members)</b>

Note: "Thru Date" must be an actual year, NOT "present".

Here are samples of successful entries for the NSP involvement for the non NSP member:

19xx – 20xx Employment/role at ski area ABC including specifics about the role and support of the local and National Ski Patrol and collaboration between the patrol and the nominee

**Section 7 – Sponsor’s Recommendation (NSP and non NSP Member)**

All nominations must include the Sponsor’s recommendation.

What the benefits and service were for the NSP, describe what this patroller or organization has done and how long the duties were performed. Include specific accomplishments of the nominee or organization. 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 or non NSP member or non- NSP organization.