

Steps for Success, Action Checklist



Bear in mind the **firm deadline of 31 December** when taking action.

Prepare a nomination writeup (email preferred) that includes:

- Nominee's name and 46er number
- How this member has supported the vision and mission of the Adirondack 46ers through their involvement/leadership in 46er-sponsored events, activities, or executive roles. This may be augmented with details about activities in non-46er volunteer roles that indirectly align with the 46ers' work (for example, serving a time as a volunteer summit steward).
- Observable, measurable contributions that mesh with the stated criteria - dates, locations as appropriate are helpful (example, "participated in the women's work weekend every summer from 2017 to 2019"; leaders, Mark Simpson and Pete Hickey)
- If known, how long this member has been a 46er and whether or not they are still an active member as defined in the bylaws. (If you do not have this information, we will verify.)
- Your own name, 46er number, and contact email.

The following rules will be employed:

- The only address to use to submit nominations and supporting materials is 46erpresaward@gmail.com.
- If you nominate more than one person, each nomination package must be separate and distinct from any others you submit. Nominating a group of people is, at this time, not permitted.
- **All nominations and support must be in the hands of the committee no later than 31 December.** Late nominations or support will not be accepted, and returned to the originator for re-submission in a subsequent year. The only information the committee will use for deliberations is that which is in its hands (i.e., inbox, 46erpresaward@gmail.com) **on or before 31 December.**
- The process will begin anew each year. Nominations that do not lead to presentations will not be held over; they must be re-submitted as new in a subsequent year.
- The nomination writeup is to be in MS Word, Google Docs, or PDF form. (We will convert MS Word or Google Docs to PDF for purposes of deliberation.)

Recommendations for success:

- We highly recommend you solicit support for this nomination by having others add their own letters of support for the same nominee. Letters with specifics are more helpful than generally-worded references. Nominations that have support beyond the original nomination may carry more weight, all things considered.
- Include as many specific details as you can in your nomination, and encourage those whose support you solicit to do the same.

- You, as the nominator, may gather all documentation (including supporting writeups) and send it as one package to the committee, being sure it is in their hands **no later than 31 December** for nominees to be considered for the following year's presentations. Alternatively, please advise the committee of names from whom we can expect supporting letters.