

Tips for preparing a PADA Award Packet

By: 2006-2007 Nominating Committee

1. The District President should write a letter of support for candidates.
2. Award applications and packets should look professional, typed or word-processed and contain no spelling errors. The application should not be hand written.
3. We highly suggest past award winners work as mentors to help current nominees with their packet and application preparation.
4. Prepare a packet with more than the application for example, resume, letters of support, samples of work and leadership activities, etc.
5. Review the criteria and scoring information for each award to make sure the candidate truly fits the award. Just because an individual is under 35 does not make them a good candidate for RYDY. RYDY candidates are evaluated on their district, state and national involvement. Therefore, you might want to groom potential candidates for the various awards.
6. When moving individuals forward for the Outstanding Dietitian they ideally should have won the Keystone Award first.
7. Individuals who are being nominated for an award that requires an age limit or knowledge of years of practice need to be clearly stated in the packet. The committee will not guess if an individual is under 35 or if they are over 35 and have only work in the field between 5 and 10 years, it needs to be clearly stated somewhere in the packet.
8. If the instructions are not followed the nominee will be excluded from consideration. For example, not sending enough copies of the packet or letters of support, etc.
9. The Outstanding Student nominees should include their letters of support in their packet, they should not be a separate sealed letter.
10. Keep in mind many of these awards are sent on for national recognition so make sure it is something you would want a committee at ADA viewing. Look at the overall impression of your packet.

Hope this information will come in handy with preparing award packets for next year. We will be posting this information and other tips on the website to help potential nominees and districts in preparing the award packets.