



Please refer to Chapter 10 of the current version of *NSP Policies and Procedures* for award guidelines *before* completing this form.

**NOMINATION
 MERITORIOUS SERVICE AWARD**

1. Nominee's Name _____ NSP ID _____
2. Mailing Address _____
3. Registered with _____ Patrol _____ Region _____ Division _____

45 DAYS ARE REQUIRED BY THE NATIONAL OFFICE FOR PROCESSING AND MAILING OF AWARDS FROM DATE RECEIVED IN THE NATIONAL OFFICE

APPROVALS

Print

Sign

Region Director		Date Signed	
Division Director		Date Signed	
Division Awards Advisor		Date Signed	

Instructions:

This form is to be used to nominate a person for the Meritorious Service Award. This form should be typewritten and include the date the form was prepared. Font size should not be smaller than 9.

The Meritorious Service Award is to be given to active members of the National Ski Patrol who have completed extraordinary and outstanding service and leadership as a Region or Division staff member.

Section 1-3

Sections are to be filled out accurately. Do not use nicknames.

Nomination Requirements

- a. The request for this award must be on the approved form and requires a sponsoring letter.
- b. Approvals are required from the Region or Division Director and Division Awards Advisor.

Qualification Requirements

- a. This award can only be presented to Region and Division staff members. Staff member is defined as a region or division program supervisor, advisor, coordinator and other core administrative positions (treasurer, legal counsel, registrar, alumni, etc.). This award is intended to fit between the Yellow Merit Star and the Distinguished Service Award in level of importance.
- b. Nominee must have served a minimum of 3 years in a Region or Division staff position.

- c. Nominee must have demonstrated leadership and outstanding performance while performing the staff position.
- d. An individual is normally the recipient of this award only once.
- e. This award is not intended for National Staff.

Section 4

Letter of Recommendation

All nominations must include a letter of recommendation from the sponsor. Only Division or Region Directors can nominate an individual for a Meritorious Service Award

Section 5

Description of what should be printed on the award. Include the nominee's division or region job title, the division or region name and the dates the nominee served in the position.

Presentation

- a. Recipients of the Meritorious Service Award will receive a certificate and a pin.
- b. A Region Director or higher officer should make the presentation of the Meritorious Service Award at a special occasion. Persons closely associated with the award recipient should be invited to attend.

4. Letter supporting the nomination is attached (as required): yes

5. Award to read:
 For meritorious service as the _____ for the _____ Region/Division from _____ to _____.

To whom award should be sent: (To be completed by Division)

Name _____
 Address _____
 City, State, Zip _____
 Date Needed _____

Copies: 1 Region; 2 Division; (original to be sent by Division to National Office.)