

Staff Appreciation Award Nomination Writing Guidelines

In no more than 500 words, please nominate a UNT staff member for a Staff Appreciation Award. For the benefit of the award selection committee, and to facilitate uniformity in their review protocol, we offer the following essay structure for your consideration but will review all submission with equal attention.

A—Generate a 2-sentence opening paragraph that sums up the reason for your nomination.

This sentence should display your main and most vital point of praise, relative to the contributions of your nominee to a UNT department or unit. Consider a follow-up sentence that drives home the importance of those features for the university at large, for the Denton community (if appropriate), and especially for the students. For example: “I am nominating Scrappy for the UNT Spirit Award because he has demonstrated contagious enthusiasm for the Mean Green and a great sense of pride in being a part of the UNT community.

B—Now consider writing three separate paragraphs, each of which provides different levels of information about this person’s key responsibilities and his/her excellence in going the extra mile for the specific award.

The selection committee will find it helpful to hear one or two examples of excellence (each a sentence, or so, long), illustrative of the overarching topics of these paragraphs. For example, an opening paragraph may begin like: “Scrappy’s job entails representing the university working to generate school spirit, engaging fans and creating loyal supporters, and actively participating in games and events to encourage attendance. He has demonstrated extraordinary school spirit with his keen ability to successfully attract UNT prospects, attend all games and UNT-sponsored events, voluntarily participate in outside events, and support the university with his dynamic presence. In fact, our department hosted an annual event and Scrappy’s participation not only boosted our attendance by 20%, but participant feedback also rated photo opportunities with Scrappy as their favorite activity.”

C—As you move from paragraph to paragraph, consider providing a transition that shows the relation of the new emphasis to (a) that of the previous paragraph and (b) to the overall excellence of the candidate, as elaborated in the essay’s opening paragraph.

This will remind the selection committee of how the emphasis of a new paragraph relates to your overall sense of the candidate’s merit, as articulated at the outset of the essay, and then up to that point in your nomination. For example, “Scrappy’s attendance of outside events has not only supported the University’s efforts to generate school spirit, but also keeps retention rates for home games at an all-time high for which he has shown great punctuality and consistent interaction with fans. [Continue paragraph to new emphasis].

D—To encourage the selection committee to share your enthusiasm, we urge you to conclude each paragraph with an emphatic sentence that drives home the overall point of that paragraph.

For example, “Scrappy’s charisma and infectious school spirit has benefited the university, as his year-round performances have significantly contributed to not only the engagement of students, staff, and faculty, but also to the Mean Green Pride in the greater community!”

E—Consider ending the essay with an inspiring sentence that drives home the point of the essay’s opening sentence—but now in the context of the entire essay.

We very much appreciate your support of our extraordinary staff members and look forward to receiving your nominations (which may be up to 500 words) in whatever form you deem appropriate, as the preceding outline is simply advisory.