

Endorsement Letter Tips



Do-----

- **Type** your letter and nomination forms if possible! *OR* **Legibly** print all information using a ballpoint pen with black or blue ink.
- **Tell as all you can....**The recognition committee can only work with what is in front of them. If you don't tell them about it, they won't know.
- **Include personal insights** or anecdotes.
- **Growth** is one of the things the committee likes to see from one award to the other. Tell how you feel the person has shown growth in her/his contributions to Girl Scouting since her/his previous award.
- **Be results oriented.** Do not just say that the nominee is responsible or something – tell what they achieved.
- **Explain your personal connection** to the nominee. (“I work with her/him in my role as...”)
- **Remember that details** are important.

Don't-----

- **Do not use the person's name** in the body of the Nomination Form or Endorsement Letters. To ensure the maximum fairness, anonymity is important.
- **Do not be vague.** It is assumed that this is a nice person who you like and think positively of; otherwise you wouldn't be nominating them.
- **Do not write** about the many positions the nominee holds unless you have personal experience working with the nominee.
- **Do not make assumptions** about the responsibilities involved with service unit level positions. Many service units divide duties among people who are willing to do them. It does not matter that a nominee does not do all of the listed responsibilities. It is more important that she/he does them “above the expectation of position job held”.
- **Do not just look at the job description** and tell us she/he does each of these things, – these are considered part of the position and not above and beyond.