



Order of Nova Scotia

Writing a Compelling Nomination

Who deserves the Order of Nova Scotia?

The Order of Nova Scotia program celebrates the people who make our province a better place to live.

The program acknowledges outstanding achievements in education, health care, business, science and technology, volunteer and community service, the arts, and many other fields.

There are always fewer honours than people who deserve them.

Because receiving honours and awards are so rare, they are reserved for people:

- who have achieved excellence in their field and/or made significant, observable changes or accomplishments; and
- whose work has benefited the people of Nova Scotia, Canada or anywhere in the world in their field or activity.

If you think your nominee demonstrates these criteria and that their contribution stands out from other people's, please consider nominating them for the Order of Nova Scotia.

How do I write a compelling Nomination?

In order for your nomination to stand out amongst the many others we receive, you must explain and include evidence and clear examples of what makes your nominee so exceptional.

Don't just say your nominee is outstanding -- prove it!

It is important to use specific and concrete examples to illustrate how your nominee meets each of the eligibility and award criteria. Provide examples of how your nominee has demonstrated outstanding character and is a deserving candidate for the honour or award.

Show how they have:

- encouraged and personified the virtue of exemplary citizenship;
- touched or enriched the lives of others, particularly those who are vulnerable or less able to help themselves;
- shown ongoing initiative, leadership and dedication;
- devoted themselves to sustained and selfless voluntary service;
- earned the respect of their peers and become a role model in their field; and
- demonstrated innovation or creativity in delivering lasting results.

A compelling nomination should also describe as vividly and precisely as possible the difference your nominee's contribution has made and show why it has been important. Include details such as:

- how were things before the achievement;
- what knowledge your nominee had of the situation and what actions they choose to take;
- the scale of the achievement and whether it is completed or ongoing;
- the achievement's sustainability and impact on the community or province and how it has enriched the lives of others;
- what made this an outstanding achievement – indicate any extraordinary circumstances or challenges the nominee faced; and
- what makes your nominee different from others doing the same thing?

Here is a sample that illustrates how a nominee has demonstrated outstanding character and meets many of the criteria mentioned above:

She has made a measurable impact over the past 10 years as a passionate advocate for all those afflicted with cancer, especially residents of Nova Scotia. Her volunteer activities are as varied as her skills, and they include: working with new patients to help them understand and overcome the fear of their diagnoses; assisting new patients with understanding the administrative nuances of the medical system in Nova Scotia; public speaking about the benefits of cancer research in Nova Scotia; and simply acting like a friend to those who are most in need of one... She has also directly and personally raised more than \$250,000 for cancer research as a participant in an annual cycling event. She has also frequently been asked to speak at presentations to the Yarmouth business community which has encouraged thousands and thousands of other financial contributions to cancer research in our province... Her contribution to others becomes all the more impressive when you consider the many personal health challenges that she endured over the years.

Give different perspectives -- don't tell the same story three times!

In addition to the description of the achievement, we also require testimonial letters from three individuals (other than the nominator) who support the nomination. These testimonial letters are an integral part of the nomination process, since they help to paint a complete picture of your nominee and what they have accomplished.

The testimonial letters should:

- be written by individuals who know the nominee well enough to be able to talk about the influence of their achievement from first-hand experience;
- be current and written specifically for the Order of Nova Scotia; and
- provide various examples from a range of views and perspectives.

The testimonial letters should not:

- simply state that the authors' support the nomination – they need to provide more information about the nominee and their achievement.

Here is an example from three letters written about the same nominee, each from a different perspective:

I was quite impressed by her maturity and dedication at the tender age of eleven. She is now 17, still visits us on a regular basis and has [organized] numerous fundraising events for the CNIB on behalf of our daughter. – Parent

I have never, in 36 years of teaching, encountered a young person so prepared to immediately assume a leadership role when a need arises. – Teacher

She has truly inspired me to become more involved in the community, reach out to those who are not as privileged as ourselves, and share our talents with those around us in order to make a positive change in our community and our world. I am merely one of the many lives that she has influenced throughout her daily life. – Fellow Student

Note: It is often perceived that a testimonial letter written by an influential or high-profile individual will automatically give it more weight; however, this is not the case if the letter does not specifically address the nominee's merits.

Keep it simple!

Remember that longer doesn't necessarily mean better. When presenting your nominee, keep your explanations clear and to the point while ensuring there is enough information for the selection committee to make their decision.

How do I find the right words to present my nominee?

Strong nominations will often include **persuasive nouns** such as:

- determination
- impact
- commitment
- mentor
- respect
- performance
- drive
- visionary
- sustainability
- teamwork
- recognition
- leadership
- innovation
- pioneer
- creativity
- hidden hero
- selflessness
- role model

also consider using **strong adjectives** such as:

- trusted
- resourceful
- positive
- passionate
- supportive
- incomparable
- admired
- dedicated
- persevering
- generous
- enthusiastic
- articulate
- exemplary
- vibrant
- persuasive
- unflustered
- inspirational
- sympathetic
- conscientious
- fair
- diligent

and phrases such as:

- making a difference
- going over and above
- succeeding against the odds
- mentor and role model
- overcoming obstacles.

What shouldn't I do?

The Advisory Council of the Order evaluate nominees' merits based on the information provided to them. That is why only the strongest and most compelling nominations often result in the nominee being appointed to the Order.

There must be enough convincing information in the nomination package to make a good case. Therefore, your nomination should not be simply:

- an extended CV or resume;
- a list of educational achievements or transcripts;
- a list of appointments, awards or posts; nor
- a job description showing what the person has been hired to do.

Because weaker nominations often only list these things, a regular complaint from the Advisory Council is that the nominee was “simply doing their job” or “nothing exceptional was demonstrated”.

Instead, you should describe what is outstanding about your nominee’s achievements and show memorably and persuasively how and where they have made a difference.

Ready to nominate?

We hope you have found this guide to be useful. If you are ready to nominate someone, please follow the link below to fill in the PDF nomination form.

Option 1

You may email the saved version of your nomination form to orderofnovascotia@novascotia.ca along with the necessary attachments.

Option 2

You can fill in the form, print it and post it to the address below, along with the necessary attachments.

Questions?

For more information please visit novascotia.ca/iga/order.asp or contact us:

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