

THE MNA AWARDS PROCESS

Each year the MNA offers its members the opportunity to recognize their peers and/or other individuals who have made significant contributions to nursing and the populations they serve. This recognition is both a privilege and a professional responsibility.

Listed below is the process utilized for nomination, selection and recognition of award recipients.

Nomination Process

1. If you are interested in nominating an individual for an award, call the MNA at 1-800-882-2056, ext. 719 to obtain a nomination packet. This packet will contain:
 - Selection Criteria for MNA Awards
 - 2016 Award Recommendation Form
 - Information for writing the *Statement of Nominator* and *Letter of Support* for Nominee

Please note: Only a member of MNA can nominate a candidate for an award.

2. Carefully read the criteria for the award. If the potential nominee meets the criteria, **gain that individual's permission to submit the nomination.**
3. Complete the 2016 Award Recommendation Form, including a Statement of Nominator, addressing each criterion listed under the award for which this individual has been nominated.
4. Obtain **one letter of recommendation** in support of the nomination.
 - Please note: This letter should contain a description or example of how the nominee meets **each criterion** listed for the specific award. If the letter cites examples of the nominee's accomplishments that are **unrelated to the award criteria**, they **cannot be considered**. The purpose of this letter is to specify examples of the nominee's qualifications specific to the award.
5. Submit the **2016 Award Recommendation Form including the Statement of the Nominator**, the **nominee's resume or work history** and the **letter of support** for the nomination to the Awards Committee at MNA by the established deadline. No late nominations can be processed.
6. The nominee bargaining unit's leadership will be contacted to verify that the nominee has not engaged in any anti-union activity.

Selection of Award Winners

The Awards Committee, which consists of MNA members appointed by the MNA Board of Directors, meets to review all nomination materials and to select award recipients. The Awards Committee Chairperson presents the committee's recommendations to the Board of Directors for final approval.

Notification of Nominators/Nominees

Letters are sent to all award nominees and nominators informing them of the results.

Presentation of Awards

The MNA awards are presented at the annual MNA Convention in the fall. Award winners are also featured in an article in the *Massachusetts Nurse Advocate*.

Please note: All nominating information and the nomination process is kept confidential.