



AWARD NOMINATION GUIDELINES

Preparing Your Nomination

Before starting the nomination process, it may be helpful to do a small amount of preparation. Here are some suggested actions:

1. Gather your information and supporting materials with ample time before the deadline.
2. Read and understand the award description to make sure your nominee fits the criteria. (Descriptions can be found on our website.)
3. Review the nominee's CV. Identify ways in which he or she meets the criteria.
4. Make sure you have up-to-date contact information for the nominee. When possible, involve the person you are nominating to get accurate and detailed information.
5. Ask yourself why the nominee deserves the award. What did the nominee do? How did he/she do it? What were the results/impact/benefits? How was the useful/valuable information gathered and then disseminated? There will specific fields for each of these questions on the application form.

If your nominee is not chosen the first time, revise your nomination as needed and submit again at the next opportunity.

If you wish to nominate an individual for more than one award, please submit separate nomination forms for each award.

Getting Started

To begin your nomination, please visit flagandhonors.explorers.org.

If you do not already have a username and password, you'll need to register.

Once you've logged in, select "Award Nomination" and then click on "Award Nomination Form".

If you have any questions or require any assistance, please email flagandhonor@explorer.org.