

Crystal Eagle Award NOMINATION PACKET Instructions/Guidelines

Instructions on preparing the Nomination Packet

Part of the Crystal Eagle award process involves the preparation of a Nomination Packet. It includes all of the required documentation that supports the answers and examples you provide on the online application.

The nomination packet, must be ready to submit via electronic file at the time of application. Therefore, you must prepare/compile the packet prior to completing the online application. It cannot be submitted separately.

Using the guidelines outlined in the Crystal Eagle criteria form, gather all the required documentation. Please refer to the Crystal Eagle criteria to ensure you have the appropriate documentation and that your examples meet the criteria. You can download a copy of the Crystal Eagle Award criteria from the ASHE website at www.ashe.org.

Below is more detailed information on how to prepare the Nomination Packet.

Compiling the nomination packet

The portfolio should be compiled and organized as indicated below, for easy reference:

1) Cover page

Prepare a cover page that includes the following

- a) Candidate's full name and their contact information
- b) Your name and contact information

2) Required/Supporting documentation

Prepare the nomination packet in the order listed below

- I) Membership Requirements
 - a) ASHE Membership
 - b) ASHE Affiliate Chapter membership
- II) Professional Accomplishments
- III) Career Experience/Professional Resume
- IV) Letters of Recommendation (3) - must include all three letters. Additional letters may be provided.
- V) Written Narrative (written by the individual submitting the nomination application)

When instructed, you will have to upload the Nomination Packet to this application. Your packet must be uploaded as one (1) file attachment in PDF file format. Individual documents will not be accepted. Missing documents will deem your application ineligible for review by ASHE.

For questions on how to prepare the Nomination Packet, contact Charmaine Osborne at cosborne@aha.org.