**HANDY HINTS FOR PREPARING NOMINATION FORMS**

**The information below will help you to prepare and submit a nomination for the Victorian Education Excellence Awards (VEEA)**

1. **Read the information**

Before starting your nomination, familiarise yourself with the 2020 VEEA Information Pack and the 2020 Terms and Conditions. They detail eligibility for each award category, the key selection criteria and key dates. They also provide step-by-step instructions to submit a nomination.

1. **Nominate online**

Create a login with a password that you can remember and become familiar with the platform used to submit nominations, Award Force. You can ‘***save and exit’***, and come back to your nomination at any time before the closing date. Remember, after you submit your nomination, you are not able to make any changes.

1. **Nominate others**

If you nominate someone else for an award, it is important to let them know, as they need to accept the nomination for it to be valid. They can also provide deeper insight into their work, including scenarios and evidence to support the nomination.

When you nominate a colleague or a team of colleagues, make sure you put their email(s) in the ***‘nominee’s email’*** section in Award Force. An email will be sent to them once the nomination is submitted inviting them to accept the nomination. If the nomination is **not accepted, the nomination will not be valid.**

1. **Review and edit**

There is a limit of 400 words for each selection criteria. It is suggested you draft your responses, review them for content, grammar, punctuation and word count. It might be worthwhile asking a colleague to read your nomination and get feedback.

1. **Provide specific examples**

Be specific and provide examples that show how you or your nominee(s) have made an impact on student and school outcomes. Outline evidence and examples against each selection criteria. Describe any programs or initiatives implemented and the outcomes that have improved student achievement, engagement or wellbeing. Be proud of these achievements – you or your nominee(s) deserve recognition.

1. **Manage endorsements**

All nominations require two (2) endorsements. The 2020 VEEA Information Pack sets out who can endorse nominations for each award category. It is advisable to let your endorsers know well in advance that you would like their support, as they need to provide text supporting your application (up to 300 words) and this can be time consuming. Delays in submitting your endorsements can hold up your nomination.

1. **Remember nomination deadlines**

Applications close at **11.59pm on Monday 8 June.**

Applications will not be accepted once nominations have closed. Put this date in your diary so you give yourself enough time to finesse your nomination and get the required endorsements.

1. **Prepare a summary**

You are asked to provide a 200 word summary of your nomination, to be used for promotional purposes should you or your nominee(s) be selected as a finalist. Pay particular attention to the summary and ensure you highlight the key points in your nomination and the impact on the school, community and students.

**Need help?**

If you have any questions about the process or need help, please email excellence.awards@edumail.vic.gov.au.