



John Sober
Region Awards Advisor
173 Shufelt Road
Nassau, New York 12123
518 –956-3649 Cell
jrsober@gmail.com

Nomination Form Guidelines

During discussions with NSP, I believe I have discovered the leading causes of why the nomination process in some cases takes so long to approve. If we keep the following guidelines in mind when preparing nomination forms, I believe that we can have these submissions approved the first time we send them in thereby getting those patrollers the recognition they deserve. Hopefully this will eliminate the frustration some have felt with this process in the past. Here are some helpful hints:

- 1 – All Nomination form must be TYPEWRITTEN. NSP will return these nomination forms if they are handwritten. Use Microsoft Word for the form!
- 2 – The sponsor and the NSP Patrol representative must be 2 separate signatures. I will then approve as Region Awards advisor (if required) and forward them to Jerry Sherman for his signature.
- 3 – Please sign your name clearly on the nomination form. Also, please type your name next to the signature as well.
- 4- A letter of recommendation must accompany EACH person nominated. We cannot have 1 letter nominating 3 people. Additionally, we cannot just make 3 copies of the same letter and just change the names. Each letter must be specific to the individual and must state how that person contributed to the effort.
- 5 – Physician’s Documentation: This has clearly been an issue of contention in the past. With the HIPPA regulations now in place, it might become even harder to obtain this documentation. Here’s what you can do:
 - 1-Try and get a written letter from the attending physician indicting that the actions taken by the nominee contributed to saving the patients life. If this is not possible:
 - 2 – Get a written letter from qualified medical personnel. You will have to explain the event/actions to this individual. This can be another doctor, nurse, paramedic, etc... (This cannot be your neighbor). Most of us are fortunate to have this level of medical personnel on our patrols. Do not be afraid to leverage these individuals.
 - 3 – If neither of these 2 options is available, you can explain the event/actions to the WM OEC Administrator (Linda Clifford) and he can testify in writing.
- 6 – All awards are to be sent to my attention so that I can track the progress.
- 7- Any other supporting documentation that will make your case stronger (news clippings, other written testimony from patrollers, etc.) is always advantageous.
- 8 – Finally, please forward 2 copies (original & a copy) of the documentation to me. I will then make an additional copy and forward them to Jerry. All actual signatures need to be on the original.

If you are ever unsure of what award is in order for a particular event you can consult Chapter 10 of the NSP policies/procedures for guidance. Or, if you prefer, please call me anytime and I can help assist you. My cell phone # is listed above. I want to make this process much easier for you to give those individuals that go above and beyond the call of duty the recognition they deserve. Please call me anytime if you would like to discuss this process.

