

Ten Tips for Nomination Success

Whether you are seeking nomination or looking to nominate a colleague dedicated to the profession, these 10 tips can help create nomination success.

1. **Is your nominee right for the award?** Know the intent of the award and the required nomination components. Read the criteria for each honor and award carefully. Be realistic. These are the profession's top awards. It is a very rigorous and competitive process. If the person or program you have in mind does not meet the stated qualifications, you should not submit a packet. An award will not be bestowed in any given year if nominations do not meet all the criteria.
2. **Submit a concise, well-written nomination packet.** Complete, well-written, but concise nomination packets are more likely to be successful. Use an active voice when writing.
3. **Provide a complete overview of your nominee or program.** A peer review process, using very specific, clearly defined scoring criteria, is used to review and rate the honors and awards nominations. Only the information in the nomination packet submitted online is considered. Do not assume the reviewers will know your candidate — you must include all their accomplishments in the nomination packet.
4. **Create a unique picture of your nominee.** This process is competitive. Your nomination packet must stand out among all the others if your candidate is to be among the 30 percent that are selected for the Academy's prestigious national honors and awards. Make sure your nomination clearly describes the uniqueness of your candidate.
5. **Solicit information from others to strengthen the nomination.** Be sure to solicit information from others to strengthen the nomination packet. Also, two heads are better than one — invite some colleagues to give you feedback and other ideas about the accomplishments of your nominee and how you've presented it. Their insights may make your nomination more robust.

6. **Be objective.** Submit objective information to support testimonials or statements made by colleagues whenever possible. Review all nomination materials for consistency before submitting the nomination packet.
7. **Make an impact.** Clearly describe how the specific, unique qualifications and contributions of your candidate or program have made a distinct impact on the nutrition and dietetics profession.
8. **Organize.** Don't wait until the last minute to prepare your nomination packet. Maintain an awards file. Most criteria remain very constant from year to year and changes in procedure are minimal. Gather materials early and allow plenty of time for review. Compile all nomination materials prior to initiating the online nomination process. Though you can "save" what you've done and go back later to complete the packet, it will make your submission process much smoother and hassle-free if you have all the necessary components compiled before you begin.
9. **Keep it brief - check the CV length.** Honors Committee members have many nomination packets to review. Don't write a book. Well-written, concise nominations are easier to read than long-winded accounts. Focus on quality, not quantity. To ensure the committee has the most concise, impactful information about your candidate, any candidate with a CV longer than 25 pages needs to develop a more succinct and readable version for the purpose of this packet submission.
10. **If at first you don't succeed... resubmit!** Many excellent nominations are received annually. Based on the large number of nominations received, only about 30 percent become recipients. Your nominee may not be selected this year. That's okay. As long as the individual meets all the honor or award qualifications, feel free to submit the packet again next year. The Academy maintains the nomination packets within the online nomination platform. Simply review and update the nomination next year...and resubmit.

How to Put Together the Best Honors and Awards Nomination Packet

Once you have identified a nominee and they have accepted the nomination, it is time to put together a packet.

- Start early! The national awards process runs from November 1 to March 1 annually. Begin gathering information from the candidate to support the awards packet, including personal information needed for the application and names of other groups or individuals that may be able support the nomination.
- Assume the Honors Committee has no idea who the nominee is, what their job entails or what their impact may be. The reviewers come from all backgrounds and disciplines. Spell out details as much as possible so everyone reviewing is on the same page.
- Reach out to other groups to see if they will co-support the nomination. Co-sponsors can be DPGs, MIGs, affiliates or other Academy organizational units. A good nominee should be active in multiple groups and multiple levels of the Academy. Having support from multiple groups not only shows the breadth of impact the nominee has had in the field, but also helps spread out the workload.
- Ask the nominee to update their resumé or CV. When contacting recommendation letter writers, it is wise to send them this document. Note: The nominees resumé or CV can be no more than 25 pages.
- Once the resumé or CV is ready, reach out to groups or individuals the nominee has identified as potential recommenders. Ideal recommenders should be well-known in their fields of work. Ask different recommenders to address different award qualifications rather than every letter trying to cover the entire spectrum. The cover letter is where every qualification will be addressed.
- When asking for a recommendation letter, include a description of the award, its importance to the Academy, and a few lines about why the nominee qualifies for the

award. Provide the letter writers with the nominee's resumé or CV, as well as the letter writing guidelines below.

- Include a deadline for when they must send their final letters to you. Try and get first drafts of letters back by early February so you have time to make edits and have buffer time in case someone is late. (Note: Neither Academy/Foundation Board of Directors members, Honors Committee members nor Academy staff are eligible to write recommendation letters.)
 - As letters and the nominee's resumé or CV come in, work with the co-sponsors and the nominee to write the cover letter. The cover letter should synthesize information from other letters and resumé/CV while making the case as to why the nominee should win the award. Note: The cover letter can be no more than 10 pages.
 - The cover letter may include brief, pertinent quotations from individuals that have not written recommendation letters. If included, the quotes should add new information rather than simply an endorsement.
 - Collect any additional information or work samples that can be added to the nomination packet. Any questions? Email honors@eatright.org or call 800/877-1600, ext. 4827.
 - Proofread, edit, and submit. You are done!
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How to Write an Excellent Cover Letter

The cover letter is often the first part of the nomination packet that an Honors Committee reviewer reads. Your cover letter should paint the full picture of your nominee's accomplishments, but does not need to cover every last detail. This should be the nominee's greatest hits, not their entire background.

A good cover letter does not have to be the maximum 10 pages. It should concisely address the award criteria, emphasizing how the nominee excels in each area. Importantly, you should make the letter sound cohesive. This can be difficult because there will likely be multiple people writing or editing the letter. However, please ensure the letter sounds like it is from one voice.

- [Medallion Award Cover Letter Template](#)
 - [Excellence in Practice Award Cover Letter Template](#)
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Medallion Award Cover Letter Template

Your Address

Date

Academy of Nutrition and Dietetics
Academy Honors and Awards Committee
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Dear Academy of Nutrition and Dietetics Honors Committee,

Opening Paragraph: state who you are and who you are nominating for the award. ex. On behalf of State affiliate and ABC dietetic practice group, it is our pleasure to nominate our colleague Jane Doe, MHA, RD, LD, FAND for the Academy of Nutrition and Dietetics' 202x Medallion Award.

Introduction: give a brief bio of the candidate that includes practice area, career highlights, length of membership in the Academy, membership in groups within the Academy, and their journey in the field.

ex. Jane has spent most of her career in the clinical field. After obtaining her Bachelor of Science in Dietetics, Jane found her home at Hospital USA, where she completed her dietetic internship and has spent much of her career. According to Jane, she has held every position and job title within Hospital USA's Clinical Nutrition department. She is currently the Clinical Nutrition Director and has served in this role for 23 years. She also serves as an adjunct professor at University USA. During Jane's 35 years as an Academy member, she has received national recognition for her leadership, her promotion of nutrition in clinical settings, and her extensive advocacy. She has ensured increased access to dietetics professionals at local, state, and national levels while ensuring that dietitians and dietetic technicians, registered have the support to practice to the fullest extent their scope of practice allows. Jane has shared her knowledge through mentorship of students and up-in-coming professionals, as well as through her contributions to State affiliate, ABC dietetic practice group, 123 member interest group, and Other Professional Society (OPS). These important contributions have advanced nutrition care and greatly benefited the profession and the public.

Body of letter: the body of the letter should outline how the nominee meets each part of the awards criteria. It does not need to include every detail of the nominee's career but should have the highlights. Be sure to give context around the achievements of the nominee so that the Honors Committee understands how important the nominee's work is.

- Has contributed to the profession: (70 points total)
 - **Academy National, State/District and/or DPG/MIG elected/appointed positions and contributions (30 points)**
 - National leadership positions and contributions include (but are not limited to): Academy Board of Directors positions; Academy National Committee positions; Academy Nominating Committee; Academy Spokespeople; Academy Foundation Board of Directors; Academy Foundation Scholarship, Award, or Research Grant reviewers; Academy Foundation Philanthropy Council; Journal Board of Editors; ACEND Board positions; ACEND Committee positions; ACEND

Program Reviewers; CDR Board/Commissioners; CDR Panel member; CDR Exam question writer

- Also consider if the nominee chaired or participated in a national task force or panel to write guidelines, best practices, develop a new standard or credential, create national education materials, or other tasks.
- When addressing this criterion, include roles from ALL membership (DPG, MIG, affiliate, district) groups above.
- State if nominee was a founding member of a group.
- Be sure to mention significant accomplishments achieved in each position. Include numbers when available (increased participation by x%, developed new policies to ensure smoother transitions in years to come)
- Leadership positions should not be part of a paid job. Positions must be appointed or elected and considered volunteer service.
- **Non-academy National elected/appointed positions (15 points)**
 - Leadership can be in any association or organization tangentially related to food and nutrition, but involvement must be at the NATIONAL level. The nominee will not receive points for this criterion for state or local positions.
 - Clearly state what the organization is, its mission, and the responsibilities of the role the nominee holds/held (is it appointed or elected?). The Honors reviewers may not be familiar with the organization.
 - Clearly state how the nominee forwarded the dietetics profession while in the position.
 - Leadership positions should not be part of a job. Positions must be appointed or elected and considered volunteer service.
- **Candidate was instrumental in moving the profession forward, on the cutting edge (15 points)**
 - You should address how the nominee has made an impact on dietetics and contributed something new. This will look different based on the nominee's career. Examples:
 - Pioneer in area of practice or "the first"
 - Developed or innovated new techniques, practices, credentials, or programs
 - Published research on landmark study or wrote national guidelines or seminal text
 - Thought leader
 - Established organization or practice group
 - Created partnership or campaign
 - Played essential role in the passage of legislation or policy
 - Address the outcomes of the nominee's work, not just what they did.
- **Broad sphere of influence and effect on dietetics as a whole (10 points)**
 - BROAD is the key word. Clearly state how the nominee's work has impacted different areas including:
 - Different practice areas
 - Sub-areas within a practice area
 - Practitioners at different levels of their careers
 - Practitioners in different geographical locations
 - Different age groups

- Diverse populations that their work has impacted (racial, ethnic, or religious groups, sex, sexual orientation, people with disabilities, veterans, or other group)
 - Presentations, publications, and media - who are the target audiences or groups that have seen this work and what is the impact?
- Has demonstrated personal characteristics such as: (50 points total)
 - **Dedication to high standards of the profession. (10 points)**
 - Consider the following:
 - What awards and recognition has the nominee received? Clearly state the awarding organization and the purpose of the award, as Honors reviewers may not be familiar or understand the significance.
 - How does the nominee's career reflect high standards? Consider leadership or management roles at their job. Does employment history show promotion and increased responsibility?
 - How has the nominee continued their education or professional development? Consider degrees, credentials, attendance at conferences and other ways the nominee has pursued learning.
 - What are the nominee's values and how do they translate to their work? Give specific examples.
 - How has the nominee exemplified the Academy's principles and Code of Ethics?
 - **Source of inspiration and outstanding role model. (10 points)**
 - Why do you personally see this person as a role model?
 - Clearly state how the nominee has impacted other nutrition professionals, including but not limited to:
 - Teaching at all levels, serving on committees for theses or dissertations
 - Serving as a preceptor or mentor to up-and-coming leaders within the Academy or other organizations
 - Giving career guidance or helping individuals advance in their careers
 - Supervising or managing employees
 - **Promotion of the registered dietitian nutritionist; nutrition and dietetics technician, registered; and food and nutrition. (10 points)**
 - Examples of promotion include (but are not limited to):
 - Human Resources practices that support the inclusion of RDNs/NDTRs such as increasing the number of FTEs for nutrition services, having RDN/NDTR be a requirement in job descriptions, creating a career ladder for RDN/NDTR advancement in organizations, recommending RDNs/NDTRs for historically non- RDN/NDTR roles within organization, advocating for employer support for AND membership or to attend AND-sponsored professional development
 - Advocating for RDN/NDTR presence on care teams, in organizational leadership and management, and in all places where food and nutrition are being discussed

- Implementing scope of practice (order writing, TF placement) where appropriate and encouraging credential and skill advancement for RDNs/NDTRs
 - Ensuring that RDNs/NDTRs are included in the development of guidelines, best practices, care plans, policies, and programs at organizational, local, state, national, and international levels
 - Advocating for RDNs/NDTRs in government positions
 - Spotlighting RDNs/NDTRs as the go-to nutrition professionals in publications, interviews, presentations, and other media
- **Service to others in allied fields and the community. (10 points)**
- If possible, address BOTH of these points.
 - Examples of service to allied fields include (but are not limited to):
 - Presentations at allied organization meetings and conferences
 - Publications in other allied fields' journals, textbooks, or trade publications
 - Membership and recognition in allied organizations (local, state, national and international)
 - Leadership position at state and local level in allied organizations
 - Teaching or precepting professionals from allied fields
 - Collaborating with allied professionals to publish papers, create programs, pass legislation, advocate for issues, or complete other initiatives
 - Examples of service to the public include (but are not limited to):
 - Volunteering time and services for public initiatives or non-profit organizations
 - Providing nutrition education to the public via blog, social media, news broadcast, print media, or other mediums
 - Passing policies and legislation that support public health and nutrition
 - Leadership positions at state and local levels in community organizations
- **Unique experiences which are of unusual interest to the profession. (10 points)**
- Consider the following:
 - Has the nominee had a unique career path or held a job title uncommon to RDNs?
 - Has the nominee participated in unique events, experiences, or partnerships?
 - Has the nominee worked with a unique population or taken a unique approach to working with a population?
 - Has the nominee had unique personal experiences that have shaped their career?
 - Has the nominee's work had an international impact?
 - Does the nominee possess any unique skills or talents that they have used in their professional life?

Summary & Closing: close out the letter by succinctly stating why the nominee is qualified and should win the award. You can also add your own thoughts/feelings as to why you support the nomination in this section. If you have space, state who the supporting letters are from and why those people are important.

ex: In summary, Jane Doe is a shining example in the dietetics profession. She has contributed so much to our profession, the Academy, other professional organizations, and the public. Jane's commitment to practice cutting-edge clinical nutrition while expanding nutrition services underscores her commitment to the high standards of the profession. She epitomizes the Academy's vision.

- Jane's nomination is not only endorsed by State affiliate and ABC dietetic practice group, but also supported by several accomplished individuals and groups that Jane has impacted throughout their careers.
- Has the nominee's work had an international impact?
- Does the nominee possess any unique skills or talents that they worked with? These can include: Gilligan, MD, CEO of USA Hospital; The Skipper, RD-AP, LD, CNSC, Advanced Practice Clinical Dietitian at American Hospital and former student and mentee of Jane's; The Millionaire and His Wife, former and current chairs of Other Professional Society; The Movie Star, former chair of the AND public policy committee and previous Medallion recipient 202x; and The Professor, PhD and Mary Ann PhD, RD Nutrition Department Chair and Associate Professor, respectively, of USA University. Their letters are included in the nomination packet.

Jane Doe has had a profound, everlasting impact on many RDNs individually and in the field of nutrition and dietetics. For these reasons, we are delighted to nominate Jane Doe, MHA, RD, LD, FAND for the Academy of Nutrition and Dietetics' Medallion Award.

Sincerely,

Your name here

Have 1 representative from each group supporting the nomination sign, ideally the chair/president, nominating committee chair, or awards chair

Excellence in Practice Award Cover Letter Template

Your Address

Date

Academy of Nutrition and Dietetics
Academy Honors and Awards Committee
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Dear Academy of Nutrition and Dietetics Honors Committee,

Opening Paragraph: State who you are nominating and for which award.

ex. On behalf of XYZ member interest group and 123 dietetic practice group, it is our pleasure to nominate our colleague John A. Doe, MPH, RD, LD for the Academy of Nutrition and Dietetics' 202x Excellence in Community and Public Health Practice Award. 2nd Paragraph: Give a brief bio of the candidate that includes practice area, career highlights, and tells the story of the nominee's journey.

ex. John has worked in the field of school nutrition for over 15 years. After completing his Master of Public Health degree and dietetic internship, he began working as a kitchen supervisor. He currently serves as the District Wellness Coordinator for City School District and oversees all aspects of the school wellness program for nearly 12,000 students and staff. He is a teacher at heart and prides himself on educating City's students, teachers, families, and community members about the role nutrition plays in their day-to-day lives. John is a nationally recognized leader in school wellness and has worked with State Department of Education and USDA to develop best practices to optimize school wellness initiatives. Despite his national popularity, John has remained committed to his local school community. John truly embodies excellence in "practice," spending most of his time with his boots on the ground in cafeterias, classrooms, and school gardens.

Body of letter: the body of the letter should outline how the nominee meets each part of the awards criteria. It does not need to include every detail of the nominee's career but should have the highlights. Be sure to give context around the achievements of the nominee so that the Honors Committee understands how important the nominee's work is.

- Exceptional performance in practice. (50 points total)
 - **Functions at a superior level in their area of practice and their performance consistently and substantially exceeds in quality (10 points)**
 - What is the nominee's job title? Do they hold a position that is high up in their organization, or a position that is competitive to obtain? Does their job history show promotion to increased responsibility?
 - Has the nominee obtained additional degrees, training, or certifications that would distinguish them as advanced or superior in their area of practice?
 - Give examples of projects/accomplishments the nominee has completed that show how they go above and beyond their peers.
 - **Has developed increased efficiency, productivity and/or effectiveness (individually or collaboratively) in job-related or volunteer-based endeavor (10 points)**

- Did the nominee create a new partnership?
 - Did they develop or update guidelines, standards, or policies?
 - Did they secure new funding or expand their services?
 - What are the outcomes of this work?
- **Has researched and offered practical results and outcomes and pioneered new techniques and/or methods (10 points)**
 - Answer the questions “How has this nominee been a problem solver and/or innovator”
 - Did the nominee create new technologies, processes, programs?
 - Did they publish landmark research in their practice area?
 - What are the outcomes of this work? How has this work impacted other professionals and the public?
- **Teaches, educates and motivates students, professionals and/or the public and has been a mentor to nutrition and dietetics practitioners (10 points)**
 - Teaches, educates and motivates students including (but not limited to): teaching at all levels, precepting, guest lecturing, directing a program
 - Teaches, educates and motivates professionals including (but not limited to): presenting at conferences or meetings, hosting in-services, providing online courses or trainings, educating and motivating employees supervised
 - Teaches, educates and motivates the public including (but not limited to): doing nutrition education for the public, creating handouts or other education materials, writing and speaking to the public through various media, providing online courses or trainings
 - Mentoring including (but not limited to): student advising, formal and informal mentoring, assisting supervisees with career advancement, encouraging others to take on leadership
- Demonstrates leadership ability and skill to successfully manage projects, staff and/or programs (10 points)
 - Leadership ability: what job titles and volunteer roles has the nominee held that denote leadership? What are examples of times when the nominee displayed leadership traits?
 - Projects and programs: describe the project/program, including the scale, the timeline for completion, and the impact (use numbers when available)
 - Staff: describe the number of staff managed. If possible, include quotes from those directly supervised.
- Contributions to the achievement of practice. (30 points total)
 - **Referred articles that are peer reviewed and appear in Journals or professional publications (first author) and authored manuals, books and/or documents that assist the nutrition and dietetics practitioner, student or the public in the area of nutrition and dietetics (primary author) (10 points)**
 - You do not need to include all works (can refer Honors reviewer to the resumé or CV) but should discuss important publications and how they have impacted practitioners, students, and/or the public.

- **Presentations given at an advanced level, materials/information are presented in an innovative and creative method (consideration should be given to the audience and/or whether the nominee is the featured speaker and/or invited presenter) (10 points)**
 - You do not need to include all presentations (can refer Honors reviewer to the resumé or CV) but should discuss important presentations and how they have impacted practitioners, students, and/or the public.
- **Media topics are offered in a user-friendly manner and promote nutrition in a positive way, and have successfully reached a targeted audience (10 points)**
 - Include types of media the nominee has used to promote nutrition (blog, newspaper, magazine, TV, radio, social media platforms, education materials, graphics, etc.).
 - Describe impact of media - how many people does the publication or broadcast reach? How many views, likes, or followers does the nominee have? Have quotes or graphics from the nominee been reprinted in other sources?
- Leadership achievements in nutrition-related organizations. (20 points total)
 - **District (local), state and national Academy or affiliate offices held should demonstrate the nominee's dedication to the promotion of excellence in practice OR non-Academy elected or appointed offices held should show the nominee's advancement of nutrition and dietetics practitioners and promotion of nutrition, dietetics and foodservice (10 points)**
 - National leadership roles include (but are not limited to): Academy Board of Directors positions; Academy National Committee positions; Academy Nominating Committee; Academy Spokespeople; Academy Foundation Board of Directors; Academy Foundation Scholarship, Award, or Research Grant reviewers; AND Foundation Philanthropy Council; Journal Board of Editors; ACEND Board positions; ACEND Committee positions; ACEND Program Reviewers; CDR Board/Commissioners; CDR Panel member; CDR Exam question writer.
 - Also consider if the nominee chaired or participated in a national task force or panel to write guidelines, best practices, develop a new standard or credential, create national education materials, etc.
 - Include roles from ALL Academy membership groups above (NDEP included).
 - Non-Academy leadership can be in any association or organization related to nutrition and dietetics AND the nominee's area of practice. Clearly state what the organization is, its mission, and the responsibilities of the role the nominee holds/held (is it appointed or elected?). The Honors reviewers may not be familiar with the organization, so spell it out for them.
 - Be sure to mention significant accomplishments achieved in each role and how they relate to the nominee's area of practice. Include numbers when available (increased participation by x%, developed new policies to ensure smoother transitions in years to come).
 - Leadership positions should not be part of a paid job. Positions must be appointed or elected and considered volunteer service.
 - **Honors and awards for professional achievements listed support the nominee's high level of professionalism and contribution to their area of practice (10 points)**

- Include scholarships, fellowships, grants, local, state, and national awards and job-related awards as relevant to the area of practice and the practice of dietetics.

Summary & Closing: close out the letter by succinctly stating why the nominee is qualified and should win the award. You can also add your own thoughts/feelings as to why you support the nomination in this section. If you have space, state who the supporting letters are from and why those people are important.

ex: John Doe is an incredible public health practitioner. He has stayed at the cutting edge of school wellness by creating innovative programming that meets the needs of all members of his school community. He has been humble and generous, sharing his knowledge and lifting up his students for their successes. John's work is a tribute to how positive nutrition and wellness can impact every facet of a person's life, of which the City School District community is a testament.

John's nomination is not only endorsed by XYZ member interest group and 123 dietetic practice group, but also supported by several accomplished individuals and groups he has worked with. These include: Mrs. Peacock, Executive Director of School Nutrition, City School District; Professor Plum, PhD, RD, State School Nutrition Director, State Department of Education; Colonel Mustard, President, Non-AND School Nutrition Organization; Miss Scarlett, RD, chair of 123 dietetic practice group; and Ms. White, former Excellence in Community and Public Health Practice Award recipient 202x. Their letters are included in the nomination packet.

John Doe has had a profound impact on his school community and countless others across the country. His promotion of community and public health nutrition is unparalleled. For these reasons, we are delighted to nominate John Doe, MPH, RD, LD, for the Academy of Nutrition and Dietetics 202x Excellence in Community and Public Health Practice Award.

Sincerely,

Your name here

Have one representative from each group supporting the nomination sign, ideally the chair/president, nominating committee chair, or awards chair

How to Write a Stellar Recommendation Letter

Recommendation letters are key to Honors and Award packets. Letter writers are generally well-known and accomplished in their own fields. It is not uncommon for previous award recipients to write letters of support for nominees. It is important to have a wide range of groups and disciplines represented by the recommenders. Do not pick 5 people from a single DPG; select writers from different parts of the nominee's life — work, volunteer service, leadership, mentors or mentees.

Each letter should detail the accomplishments of the nominee as they pertain to the award criteria, but, unlike the cover letter, each letter should be from a personal perspective. The writer should paint a vivid picture of the contributions the nominee has made. They should try to speak to the criteria they are most familiar with regarding the nominee, but do not need to address all the criteria.

Encourage recommenders to focus on a few aspects of the award criteria. For example, a student might talk about a nominee's promotion of dietetics in the classroom setting by encouraging students to pursue professional credentials, while an employer may talk about how a nominee created a career ladder to promote dietitians. It is a good idea to ask those writing the recommendation letters which criteria they will cover in their letter so you can, in turn, ensure that all criteria are covered throughout the recommendation letters.

- [Medallion Award Recommendation Letter Template](#)
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Medallion Award Recommendation Letter Template

Your Address

Date

Academy of Nutrition and Dietetics
Academy Honors and Awards Committee
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Dear Academy of Nutrition and Dietetics Honors Committee,

Opening Paragraph: state who you are nominating for which award, and how you know them. Feel free to include personal details.

e.g. I am honored to support the nomination of my friend and colleague Jane Doe, MHA, RD, LD, FAND for the Academy of Nutrition and Dietetics' 202x Medallion Award. I met Jane over 25 years ago when we teamed up to co-chair the state policy day that year. I was new to the affiliate board, and Jane took me under her wing and coached me through the process. Since then, we have continued to collaborate on local, state, and national legislative issues.

Introduction: give a brief bio of the candidate from your personal perspective.

e.g. Jane is well-known and well-respected in our home state. She is currently the Clinical Nutrition Director at Hospital USA, the largest hospital and employer of dietitians in our state. Jane has been an active leader at both the affiliate and national levels. Even before we formally met, I had heard of Jane's leadership and her determination to advocate for improved state nutrition policies. Jane has amplified our voices across the state to make real policy changes. She played an essential role in drafting and gaining politician support for updated licensing and scope of practicing laws. She has also mentored countless professionals, teaching them how to advocate for themselves and the profession and inspiring them to take up the cause.

Body of letter: the body of the recommendation letter should address how the candidate meets a few aspects of the awards criteria outlined below. You do not have to address all criteria in your letter. This section should say how the nominee meets the criteria you have selected based on your experience working with them. You may touch on things you have not worked with them directly on, but the more personal perspective you can bring, the better. Be sure to give context around the achievements of the nominee so that the Honors Committee understands how important the nominee's work is.

- Has contributed to the profession: (70 points total)
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 - How does the nominee’s career reflect high standards? Consider leadership or management roles at their job. Does employment history show promotion and increased responsibility?
 - How has the nominee continued their education or professional development? Consider degrees, credentials, attendance at conferences and other ways the nominee has pursued learning.
 - What are the nominee's values and how do they translate to their work? Give specific examples.
 - How has the nominee exemplified the Academy’s principles and Code of Ethics?
 - **Source of inspiration and outstanding role model. (10 points)**
 - Why do you personally see this person as a role model?
 - Clearly state how the nominee has impacted other nutrition professionals, including but not limited to:
 - Teaching at all levels, serving on committees for theses or dissertations
 - Serving as a preceptor or mentor to up-and-coming leaders within the Academy or other organizations
 - Giving career guidance or helping individuals advance in their careers
 - Supervising or managing employees
 - **Promotion of the registered dietitian nutritionist; nutrition and dietetics technician, registered; and food and nutrition. (10 points)**
 - Examples of promotion include (but are not limited to):
 - Human Resources practices that support the inclusion of RDNs/NDTRs such as increasing the number of FTEs for nutrition services, having RDN/NDTR be a requirement in job descriptions, creating a career ladder for RDN/NDTR advancement in organizations, recommending RDNs/NDTRs for historically non-RDN/NDTR roles within organization, advocating for employer support for AND membership or to attend AND-sponsored professional development
 - Advocating for RDN/NDTR presence on care teams, in organizational leadership and management, and in all places where food and nutrition are being discussed

- Implementing scope of practice (order writing, TF placement) where appropriate and encouraging credential and skill advancement for RDNs/NDTRs
 - Ensuring that RDNs/NDTRs are included in the development of guidelines, best practices, care plans, policies, and programs at organizational, local, state, national, and international levels
 - Advocating for RDNs/NDTRs in government positions
 - Spotlighting RDNs/NDTRs as the go-to nutrition professionals in publications, interviews, presentations, and other media
- **Service to others in allied fields and the community. (10 points)**
- If possible, address BOTH of these points.
 - Examples of service to allied fields include (but are not limited to):
 - Presentations at allied organization meetings and conferences
 - Publications in other allied fields' journals, textbooks, or trade publications
 - Membership and recognition in allied organizations (local, state, national, and international)
 - Leadership position at state and local level in allied organizations
 - Teaching or precepting professionals from allied fields
 - Collaborating with allied professionals to publish papers, create programs, pass legislation, advocate for issues, or complete other initiatives
 - Examples of service to the public include (but are not limited to):
 - Volunteering time and services for public initiatives or non-profit organizations
 - Providing nutrition education to the public via blog, social media, news broadcast, print media, or other mediums
 - Passing policies and legislation that support public health and nutrition
 - Leadership positions at state and local levels in community organizations
- **Unique experiences which are of unusual interest to the profession. (10 points)**
- Consider the following:
 - Has the nominee had a unique career path or held a job title uncommon to RDNs?
 - Has the nominee participated in unique events, experiences, or partnerships?
 - Has the nominee worked with a unique population or taken a unique approach to working with a population?
 - Has the nominee had unique personal experiences that have shaped their career?
 - Has the nominee's work had an international impact?
 - Does the nominee possess any unique skills or talents that they have used in their professional life?

Summary & Closing: Close out the letter by succinctly stating why the nominee is qualified and should win the award. Add your own thoughts/feelings on why you support the nomination.

e.g. Jane Doe has been one of the strongest advocates for nutrition and dietetics in the 21st century. Her accomplishments serve as a reminder that we all need to be contributors, role models, and inspirations for others. Jane has paved the road for me and other dietitians to practice at the highest level and be advocates for the profession. I am grateful to have had the opportunity to work with Jane through the Academy. I am the leader I am today because of dietitians like her. She has made a difference in our profession. For these reasons, I offer my unequivocal support to Jane Doe, MHA, RD, LD, FAND for the Academy of Nutrition and Dietetics' Medallion Award.

Sincerely,

Your name here

(include affiliations and previous leadership/national awards under signature)

Excellence in Practice Award Recommendation Letter Template

Your Address

Date

Academy of Nutrition and Dietetics
Academy Honors and Awards Committee
120 South Riverside Plaza, Suite 2190
Chicago, IL 60606-6995

Dear Academy of Nutrition and Dietetics Honors Committee,

Opening Paragraph: state who you are nominating for which award, and how you know them.

e.g. I am honored to support the nomination of my friend and colleague John A. Doe, MPH, RD, LD for the Academy of Nutrition and Dietetics' 202x Excellence in Community and Public Health Practice Award. I have known John for over a decade, during which time we collaborated at City School District to bring healthy meals to local school children. When I became Executive Director of School Nutrition at City School District, John had already been working here for a year. I was blown away by his vision for school wellness and excited to have someone so enthusiastic and knowledgeable on the team.

Second Paragraph: give a brief bio of the candidate from your personal perspective.

e.g. John has served as the District Wellness Coordinator for City School District for the past 11 years and served as a kitchen supervisor at Town School District for 5 years prior. John is charged with executing a holistic wellness program for our students, staff, and families. Under John's leadership, the school wellness program has become an essential part of City School District's culture and learning. He has built a bridge between what our students eat in the cafeteria to what they learn in the classrooms. Not only has he made great strides at City School District, but he has published and presented much of his work so that others can adapt his innovations to their own schools. He has also advocated at the state level for increased wellness funding to all districts. He has positioned our program to be a model for others. From creating classroom lessons on healthy eating that meet K-12 common core standards to the development and implementation of our school garden program, John has pushed the boundaries of school wellness and been a true innovator.

Body of letter: the body of the recommendation letter should address how the candidate meets a few aspects of the awards criteria outlined below. You do not have to address all criteria in your letter. This section should say how the nominee meets the criteria you have selected based on your experience working with them. You may touch on things you have not worked with them directly on, but the more personal perspective you can bring, the better. Be sure to give context around the achievements of the nominee so that the Honors Committee understands how important the nominee's work is. Additionally, be sure to explain how the nominee's achievements show their excellence in their stated field of practice.

- Exceptional performance in practice. (50 points total)
 - **Functions at a superior level in their area of practice and their performance consistently and substantially exceeds in quality (10 points)**

- What is the nominee’s job title? Do they hold a position that is high up in their organization, or a position that is competitive to obtain? Does their job history show promotion to increased responsibility?
 - Has the nominee obtained additional degrees, training, or certifications that would distinguish them as advanced or superior in their area of practice?
 - Give examples of projects/accomplishments the nominee has completed that show how they go above and beyond their peers.
- **Has developed increased efficiency, productivity or effectiveness (individually or collaboratively) in job-related or volunteer-based endeavor (10 points)**
 - Did the nominee create a new partnership?
 - Did they develop or update guidelines, standards, or policies?
 - Did they secure new funding or expand their services?
 - What are the outcomes of this work?
- **Has researched and offered practical results and outcomes and pioneered new techniques and/or methods (10 points)**
 - Answer the questions: How has this nominee been a problem solver or innovator?
 - Did the nominee create new technologies, processes, programs?
 - Did they publish landmark research in their practice area?
 - What are the outcomes of this work? How has this work impacted other professionals and the public?
- **Teaches, educates and motivates students, professionals and/or the public and has been a mentor to nutrition and dietetics practitioners (10 points)**
 - Teaches, educates and motivates students including (but not limited to): teaching at all levels, precepting, guest lecturing, directing a program
 - Teaches, educates and motivates professionals including (but not limited to): presenting at conferences or meetings, hosting in-services, providing online courses or trainings, educating and motivating employees supervised
 - Teaches, educates and motivates the public including (but not limited to): doing nutrition education for the public, creating handouts or other education materials, writing and speaking to the public through various media, providing online courses or trainings
 - Mentoring including (but not limited to): student advising, formal and informal mentoring, assisting supervisees with career advancement, encouraging others to take on leadership
- **Demonstrates leadership ability and skill to successfully manage projects, staff and/or programs (10 points)**
 - Leadership ability: what job titles and volunteer roles has the nominee held that denote leadership? What are examples of times when the nominee displayed leadership traits?
 - Projects and programs: describe the project/program, including the scale, the timeline for completion, and the impact (use numbers when available)
 - Staff: describe the number of staff managed. If possible, include quotes from those directly supervised.

- Contributions to the achievement of practice. (30 points total)
 - **Referred articles that are peer reviewed and appear in Journals or professional publications (first author) and authored manuals, books and/or documents that assist the nutrition and dietetics practitioner, student or the public in the area of nutrition and dietetics (primary author) (10 points)**
 - You do not need to include all works (can refer Honors reviewer to the resumé or CV) but should discuss important publications and how they have impacted practitioners, students, and/or the public.
 - **Presentations given at an advanced level, materials/information are presented in an innovative and creative method (consideration should be given to the audience and/or whether the nominee is the featured speaker and/or invited presenter) (10 points)**
 - You do not need to include all presentations (can refer Honors reviewer to the resumé or CV) but should discuss important presentations and how they have impacted practitioners, students, and/or the public.
 - **Media topics are offered in a user-friendly manner and promote nutrition in a positive way, and have successfully reached a targeted audience (10 points)**
 - Include types of media the nominee has used to promote nutrition (blog, newspaper, magazine, TV, radio, social media platforms, education materials, graphics, etc.).
 - Describe impact of media. How many people does the publication or broadcast reach? How many views, likes, or followers does the nominee have? Have quotes or graphics from the nominee been reprinted in other sources?

- Leadership achievements in nutrition-related organizations. (20 points total)
 - **District (local), state and national Academy or affiliate offices held should demonstrate the nominee's dedication to the promotion of excellence in practice OR non-Academy elected or appointed offices held should show the nominee's advancement of nutrition and dietetics practitioners and promotion of nutrition, dietetics and foodservice (10 points)**
 - National leadership roles include (but are not limited to): Academy Board of Directors positions; Academy National Committee positions; Academy Nominating Committee; Academy Spokespeople; Academy Foundation Board of Directors; Academy Foundation Scholarship, Award, or Research Grant reviewers; AND Foundation Philanthropy Council; Journal Board of Editors; ACEND Board positions; ACEND Committee positions; ACEND Program Reviewers; CDR Board/Commissioners; CDR Panel member; CDR Exam question writer.
 - Also consider if the nominee chaired or participated in a national task force or panel to write guidelines, best practices, develop a new standard or credential, create national education materials, etc.
 - Include roles from ALL Academy membership groups above (NDEP included).
 - Non-Academy leadership can be in any association or organization related to nutrition and dietetics AND the nominee's area of practice. Clearly state what the organization is, its mission, and the responsibilities of the role the nominee holds/held (is it appointed or elected?). The Honors reviewers may not be familiar with the organization, so spell it out for them.

- Be sure to mention significant accomplishments achieved in each role and how they relate to the nominee's area of practice. Include numbers when available (increased participation by x%, developed new policies to ensure smoother transitions in years to come).
- Leadership positions should not be part of a paid job. Positions must be appointed or elected and considered volunteer service.
- **Honors and awards for professional achievements listed support the nominee's high level of professionalism and contribution to their area of practice (10 points)**
 - Include scholarships, fellowships, grants, local, state, and national awards and job-related awards as relevant to the area of practice and the practice of dietetics.

Summary & Closing: close out the letter by succinctly stating why the nominee is qualified and should win the award. You can also add your own thoughts/feelings as to why you support the nomination in this section. If you have space, state who the supporting letters are from and why those people are important.

ex: John Doe is a school nutrition superstar and a champion of community nutrition. He is hands-on and pragmatic, developing and innovating programs to meet students' ever-changing needs. He generously shares his expertise with our school community and school nutrition professionals across the country. Without reservation, I recommend John Doe, MPH, RD, LD, for the Academy of Nutrition and Dietetics' Excellence in Community and Public Health Practice Award.

Sincerely,

Your name here

Include affiliations and previous leadership/national awards under signature.