

LUCINDA HUGHES-JUAN AWARD
NOMINATION APPLICATION CHECKLIST
BY KIVA INSTITUTE, LLC

1. BEFORE YOU OPEN UP THE ONLINE NOMINATION FORM – PREPARE

- Learn about requirements from <https://kivainstitute.com/administrative-professionals-conference/>. Read the Eligibility Requirements and Selection Criteria., social media pages, and press releases. Search online for articles and reviews to read what others have to say.
- The online form must be completed in one session – do not close your browser. There is no way to save your progress and continue.
- Have the recommendation letters, nominee profile, project summary, project essay, and supplemental information ready for copying and pasting, or attaching to an email.
- Read about the Summary and Essay guidelines to be written by the nominee.
- Read the guidelines for the Nominator / Lead Reference letter.
- Read the guidelines for additional letter(s) of recommendation.

2. LIST OF MATERIALS REQUIRED FOR SUBMISSION

- Completed online nomination form.
- Completed nominee information and profile with social media links that showcase the nominee and qualifying project.
- Nominee Project Summary (250-word limit).
- Nominee Project Essay (1,500-word limit).
- Letter from the Nominator / Lead Reference about the nominee and the qualifying project.
- At least one additional letter of recommendation.
- One color photo of the nominee.
- Other photos, as applicable, to showcase the qualifying project.

3. THE TOP FIVE NOMINEES WILL BE DESIGNATED AS FINALISTS AND WILL BE SHOWCASED ON OUR WEBSITE AND ON OUR SOCIAL MEDIA CHANNELS.

- Your Project Summary will be used to describe your project.
- Your photo will be used in showcasing your project.
- Information from your profile will be used as background information, but we will not release any personal information (email addresses, home addresses, contact numbers, etc.).

4. THE AWARD WINNER WILL RECEIVE:

- Complimentary tuition and lodging to the Administrative Professionals KIVA Conference.
- A nominal cash award.
- Recognition gifts.
- Networking opportunities.
- All finalists will have social media coverage.
- All nominators and nominees acknowledge they have read and understand all the selection criteria and nomination requirements as published and provided on the website and agree to observe them.
- All nominators and nominees acknowledge and agree to cooperate in publicizing the Hughes-Juan Award and grants rights to KIVA Institute, LLC to use the nominating materials.

Questions? Email Lynn Dalton-Nuvamsa at lynn@kivainstitute.com