

GUIDELINES FOR SUBMISSION OF OUTSTANDING YOUNG MAN / WOMAN OF THE YEAR NOMINATION

PURPOSE: To recognize the excellence of the young men and women of our communities and to promote the recognition of their contribution within their community and the Jurisdiction of Virginia.

ELIGIBILITY: Any young man or woman between the ages of **12 & 18** on the due date and residing within the general community jurisdiction of the nominating Council will be considered for the award. Councils **must** submit both young man and young woman nominations to be considered for the State Deputy Award.

DUE DATE: All nominations are to be turned in to the STATE GENERAL PROGRAM DIRECTOR by **April 1, 2007**. It is recommended that your nomination be submitted at the Spring Quarterly Meeting.

NOMINATION SOURCES: Suggested sources are via solicitation of nominees from:

Council membership
Priests, Ministers, Rabbis and other Religious
Public and/or private schools and their support organizations
Your entire community

SELECTION AT COUNCIL: The methods that local Councils utilize to select their Outstanding Young Man/Woman of the Year (their State Nominee) is at the discretion of each participating council. Factors to consider include:

1. Outstanding contribution(s) made by the nominee.
2. Academic excellence
3. Involvement in civic, religious and/or school-related programs
4. Participation in extracurricular activities
5. Special achievements - Any awards/recognition received
6. Participation with his/her family in performing any of the above

HELPFUL HINTS: The following steps are provided to assist you in preparing and submitting your Council's nominations for competition at the state level.

Begin by making a list of your nominee's contributions, accomplishments, involvement, participation, awards/recognition, achievements, and categorize those lists by item number and name. Include everything that you can under each item. Simply state the individual's academic achievement.

When satisfied that you have listed and categorized all of your nominee's contributions, make a draft of each entry and make it as readable as possible by;

- a. Listing the contributions under each item or subtopic.
- b. Presenting the contributions under each item, using the space provided, use short, concise statements. Shorter is better in this instance. Long-winded, complex and/or rambling sentences

tend to confuse the reader (scorer). The reader will score the entry on substance, not writing skill.

- c. When referring to the nominee use terms such as, “our nominee”, “this nominee”, “our council”. Use your imagination to come up with “generic” phrases.

When satisfied that your draft, truthfully and fully presents the contributions of your nominee, TYPE (preferable) or PRINT the “Body” of the nomination on the forms provided.

- a. Use only one (1) side of the paper and DO NOT use Council Stationary.
- b. **DO NOT SIGN THE BODY!** The signature on the cover page is sufficient.

After the Body is completed, make photocopies of the nomination (include the cover page) for your Council files.

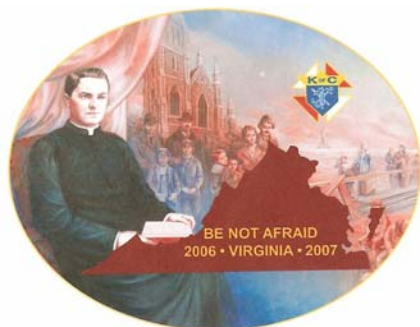
Staple the package together with one (1) staple in the upper left-hand corner.

Place your nomination in a 9”X12” envelope. (Please, do not fold) Mark the outside of the envelope “YOUNG MAN (or WOMAN) OF THE YEAR NOMINATION”.

It is suggested that you bring your nomination to the March quarterly meeting and turn it in to the STATE GENERAL PROGRAM DIRECTOR. This will save a lot of time.

WHAT NOT TO DO:

1. Do **not** refer to the nominee by name.
2. Do **not** refer to your Council name or number.
3. Do **not** use the nominee’s parents, school, city, town or county name.
4. Do not use the nominee’s pastor, church, congregation or any name that would identify or indicate who the nominee is or where they live.
5. Do **not** use your own format. Use the forms supplied in this booklet and only the space provided on the forms. If you use another format or forms your submission may be disqualified.
6. Once you have made a statement or listed an accomplishment about the nominee, **do not** repeat the same information in another category.



STATE COUNCIL USE
ID# _____

2006-2007

**OUTSTANDING YOUNG MAN / WOMAN OF THE YEAR NOMINATION
(circle one)**

SUBMITTED BY: _____ DISTRICT _____ COUNCIL _____

NOMINEE DATA:

NAME: _____ AGE: _____

ADDRESS: _____

SCHOOL: _____ GRADE/YEAR: _____

PARENTS NAME:

FATHER: _____

MOTHER: _____

PARISH AFFILIATION: _____

ADDRESS: _____

SIGNATURE:

GRAND KNIGHT: _____ DATE: _____

PLEASE FOLLOW THE GUIDELINES OF OUTSTANDING YOUNG MAN/ WOMAN OF THE YEAR. YOUR COUNCIL MUST SUBMIT BOTH A YOUNG MAN AND YOUNG WOMAN. INCLUDE THE REMAINDER OF THE FORMAT THAT IS PROVIDED.

FORWARD TO: STATE GENERAL PROGRAM DIRECTOR

COPY TO: COUNCIL FILES, DISTRICT DEPUTY

STATE COUNCIL USE
ID#

1. **Outstanding contributions made by nominee:**

2. **Academic Excellence**

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3. **Civic, Religious and/or School Related Involvement:**

4. **Participation in Extracurricular Activities:**

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5. **Special Achievements - Any Awards/recognition Received:**

6. **Participation with his/her Family in Performing any of the above:**

