



IAM RoadSmart Annual Award Scheme

Guidance on writing nominations

1. Choose the correct award category.
2. Make sure that you provide correct details both for the nominee and yourself in case we need to contact you with any queries. Email addresses should be double-checked, as this is where most errors can be made.
3. Start with a clear statement on why you believe the nominee deserves an award.
4. Support your nomination with specific examples or evidence of the nominee's achievement. For example, you can use numbers to quantify their success or add testimonials from other people that further endorse the nomination.
5. Try to avoid using only general statements such as 'This individual has made an outstanding contribution on road safety and is a passionate volunteer'. They will not be sufficient to consider them for an award. In this particular example, you would need to illustrate what their contribution was and why you think it was outstanding, as well as how they show their passion whilst volunteering for the organisation.
6. Wherever possible, provide information on what impact the nominee's achievement has had. It could be an impact on another individual, a group, IAM RoadSmart charity as a whole, or road safety in general. Explain how their actions improved or changed things.
7. Be specific and concise. Consider if all the information you're providing is relevant and clear. It's the quality, not quantity, that will make your nomination stand out.
8. In case your internet connection goes down whilst submitting your nomination, we recommend writing the nomination text in a saved word document first and copying it across to the online nomination form. This will guarantee that you have a backup copy, and you won't need to write everything again.

9. Submitted nominations cannot be amended. Writing your nomination in a saved document first will also allow you to leave it for a couple of days and add any missing information that comes to your mind later. It will give you a peace of mind that you have written everything you wanted to include before making your submission.

10. Don't rush; proof-read your submission before you press the 'submit' button.

11. Finally – please remember to submit your nomination before the deadline of Sunday 15 September!