

## **Crosman Memorial Award Nomination Outline and Requirements**

***Please note that this only a guideline and not the nomination submission form.***

Nominee: [First Name, Last Name]  
[Library or Business Name]  
[Address]  
[City], [State] [Zip Code]  
[Phone]  
[Email]

Nominator: [First Name, Last Name]  
[Library or Business Name]  
[Address]  
[City], [State] [Zip Code]  
[Phone]  
[Email]

### **Positions and dates**

[Title 1]  
[Library or Business Name]  
[Dates MM/YYYY]

[Title 2]  
[Library or Business Name]  
[Dates MM/YYYY]

[Title 3]  
[Library or Business Name]  
[Dates MM/YYYY]

[Title 4]  
[Library or Business Name]  
[Dates MM/YYYY]

[Title 5]  
[Library or Business Name]  
[Dates MM/YYYY]

### **Memberships**

[Association]  
[Association]

## **Publications**

[Title]  
[Publication]  
[Date/Volume/Issue]

## **Honors Received**

Example: awards; professional services; and recognitions.

[Honors]  
[Dates MM/YYYY]

## **Two Professionals References**

[First Name, Last Name]  
[Library or Business Name]  
[Title]  
[Address]  
[City], [State] [Zip Code]  
[Email]  
[Phone]

[First Name, Last Name]  
[Library or Business Name]  
[Title]  
[Address]  
[City], [State] [Zip Code]  
[Email]  
[Phone]

**Why the nominee deserves the award (in 200 words or less)**

*Please note that this document is a guide, the number and order of paragraphs do not need to be followed. To make sure your final document is a complete nomination, always refer back to the award criteria on the [ILA website](#).*

Paragraph 1

Description of current position, programs, grants or awards, statistics/measurements.

Nominee must be a personal member of ILA or be employed at an institution that is an ILA member.

Paragraph 2

Expand on previous experiences, library boards, committees.

Paragraph 3

Description of conference presentations, outreach, unique experiences.

Paragraph 4

Summary