

## Davis Cup 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]

### **Required Statement (no more than 4 pages)**

*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

Introduction of nominee; relationship of nominator to nominee; brief outline of key points of nominee's recommendation for the award. Nominee must be a personal member of ILA or be employed at an institution that is an ILA member.

#### Paragraphs 2-4

Highlight various programs nominee has created, examples of nominee's service to the library profession, note participation in professional organizations.

#### Paragraphs 5-7

How the nominee has cooperated with others within their community in providing services and programs, and examples of the reach and impact nominee has had outside their own community.

#### Closing paragraph

Summary of nominee's eligibility. Nominator's reasons for nominating candidate.

### **Optional letters of reference (up to 3)**