

## Template Instructions – Distinguished Service Award

**TEMPLATE INSTRUCTIONS:** Use this template to nominate a person for a **Distinguished Service Award**. This template is typewritten and the font size should not be smaller than 9 point. **Submit this template as the original .doc file format and ALL other supporting artifacts (such as scanned .PDF signature pages) to the applicable review/approval officers in accordance with local Division Policy.**

**NOTE:** This template is “protected” to prevent alteration and to preserve the structure and format integrity. The .doc file extension is backward compatible to MS Office Word 97-2003. If file protection is disabled, enable it again before submitting to the Approval chain. **DO NOT change any template field structure/format/titles or file extensions.**

- **Date prepared:** The date the submission is prepared by the Sponsor.  
(Date prepared format = Mmm DD YYYY) Example: Jan 25 2020
- Check the appropriate box for an **individual or an organization**.

**Section 1-2** – Fill out sections accurately. **Enter the name as currently reflected on the nominee's National profile.** Do not use nicknames.

**Section 3** - The certificate citation wording will always contain:

**“The National Ski Patrol hereby awards the  
Distinguished Service Award  
to  
Nominee  
in recognition and acknowledgment for” ....**

- Provide the finished citation **limited to one line only** in the centered space provided.

**Section 4** – Fill out **ALL** info fields in the “Send this award to” section with a **Name, Address** and the **Date Needed**. **At least 45 days prior to award presentation is required for processing.**  
(Date Needed format = Mmm DD YYYY) Example: Jan 25 2020

- **Public Posting Date:** The date the National office makes the award publicly visible in the recipient’s National profile Awards section. (Public Posting Date format = Mmm DD YYYY) Example: Jan 25 2020

**APPROVAL CHAIN.** When signing/dating the nomination form, the sponsor certifies that he or she knows the nominee personally and can vouch for the soundness of the nomination. (Date Signed format = Mmm DD YYYY) Example: Jan 25 2020

The NSP Patrol Director/Representative endorses the nominee and verifies the nominee’s classification, activity hours, awards, etc., of an NSP member, or the involvement in the sport of skiing of a non-member. The review board chair affirms that three or more members of the board have verified the eligibility of the nominee in accordance with NSP criteria. The Region Director certifies that the review board has reviewed the nomination. The nomination is forwarded to the Division review board chair or to the Division Awards Advisor. If the nominee is one of the officers required to sign the form, type the word **Nominee** in that “Printed Name” field and the form sent to the next officer on the list.

**Section 5** – Use these sections if this nomination is for an individual. If the nominee is or was not a member of the NSP, some of these questions are not applicable and need not be answered.

**a.** - Indicate NSP patrol membership at ski areas for a member of the NSP. For non-members, give the individual’s personal skiing history.

**b, c, & d.** - If nominee is or ever was a member of the NSP, list the nominee’s specific contributions to the NSP at all levels. This should include offices held, committee work, patrol activities, awards, etc. In the case of a non-NSP nominee, explain the individual’s involvement with the NSP.

**e.** - List training courses or workshops such as:

- |  |  |
|--|--|
| • OEC Instructor, Instructor Trainer, Program Administrator                    | • ARC or AHA CPR Instructor Trainer    |
| • Region or Division Continuing Education Seminars                             | • NSP Instructor Development           |
| • Region or Division Ski and Toboggan Clinics                                  | • Avalanche and Mountaineering Courses |
| • NSP Management Training Course and/or Professional Ski Instructor Pre-Course |  |

Provide any additional information about the courses or examinations taken that may assist in the evaluation of the nominee and his or her specific accomplishments.

**Section 6** – Use these sections when the nominee is an organization. Under section 11, provide the history of the organization, what it is, what it does, how it was founded, its general involvement in the sport of skiing, etc.  
In Section 6b, explain how this organization has benefited the NSP.

**Section 7 - Sponsor’s Recommendation** - All nominations must include a sponsor’s recommendation. The recommendation should be brief but complete and cross reference supplemental data to the numbered sections on the nomination form.

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**DIVISION WILL REMOVE THIS INSTRUCTION PAGE PRIOR TO SUBMISSION**



NATIONAL SKI PATROL  
133 South Van Gordon, Suite 100  
Lakewood, CO 80228-1706

Date prepared: \_\_\_\_\_

**Please refer to the current version of NSP Policies and Procedures  
for award guidelines before completing this form.**

**45 DAYS ARE REQUIRED BY THE NATIONAL OFFICE FOR PROCESSING AND MAILING OF AWARDS FROM THE DATE  
RECEIVED AT THE NATIONAL OFFICE**

NOMINATION  
**DISTINGUISHED SERVICE AWARD**

☐ Individual ☐ Organization

1. Nominee's Name: \_\_\_\_\_

NSP ID: # \_\_\_\_\_

2. Mailing Address: \_\_\_\_\_

3. Certificate Citation Wording (limited to one (1) centered line only):

**"The National Ski Patrol hereby awards the  
Distinguished Service Award  
to  
*Nominee Name*  
in recognition and acknowledgment for" ....**

4. Send this award to: \_\_\_\_\_

Date Needed: \_\_\_\_\_

Mailing Address: \_\_\_\_\_

Public Posting Date: \_\_\_\_\_

APPROVALS	Printed Name & Member ID	Signature	Date Signed
Sponsor			
NSP Patrol Director / Representative			
Review Board Chair			
Region Representative			
Division Awards Advisor			
Division Director / Designee			
National Awards Advisor			

**Indicate the starting and ending Year first, then list/describe the pertinent information for Sections 5 & 6 below:**

5. Ski Patrol Membership History (NSP member) or ski history (non NSP Member):

a. NSP History - (list leadership positions, committee assignments, patrol activities, awards, etc. for NSP member, or NSP involvement for non-member)

b. Total Years \_\_\_\_\_ at a Senior classification: \_\_\_\_\_ at a Certified or Master classification: \_\_\_\_\_  
Patrolling:

c. Date of Original \_\_\_\_\_ as a member of the \_\_\_\_\_ Patrol \_\_\_\_\_ Division  
Registration:

d. Now Registered with the \_\_\_\_\_ Patrol \_\_\_\_\_ Region \_\_\_\_\_ Division

e.

Training courses or workshops (include location and a description):

**6. ORGANIZATION (Non-NSP nomination):**

a. Background/History of Organization:

b. Support of NSP Organization:

7. Sponsor's Recommendation (**Emphasize "EXCEPTIONAL" Contribution/Leadership**):