

Template Instructions – Merit Stars or National Certificate of Appreciation

TEMPLATE INSTRUCTIONS: Use this template to nominate a person for an **NSP Merit Star Award or National Certificate of Appreciation**. 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 the desired Merit Star or National Certificate of Appreciation.

Section 1-3 – Fill out sections accurately. **Enter the name as currently reflected on the nominee's National profile.** Do not use nicknames.

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 send the form to the next officer on the list.

Section 5 - Give reason, event, place, and dates, indicating exactly how the wording on the award certificate should appear in the centered space provided. Be brief as space on the certificate is limited. The National Office reserves the right to change the wording thereof.

Section 6 – Consult the following P&P references indicated for required Merit Star supporting material/documentation:

- PURPLE MERIT STAR - P&P 12.5.4.3
- BLUE MERIT STAR - P&P 12.5.5.2 & 12.5.5.3
- GREEN MERIT STAR - P&P 12.5.6.2
- YELLOW MERIT STAR - P&P 12.5.7.3 or any appropriate material in accordance with local Division policy.
- NATIONAL CERTIFICATE OF APPRECIATION – Sponsor’s recommendation.

Section 7 - Sponsor’s Recommendation - All nominations (except the Yellow Merit Star, unless required by Division policy) must include a sponsor’s recommendation.

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.

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 DATE RECEIVED IN THE NATIONAL OFFICE

NOMINATION

MERIT STAR or NATIONAL CERTIFICATE OF APPRECIATION

PURPLE BLUE GREEN YELLOW NATIONAL CERTIFICATE OF APPRECIATION (COA)

1. Nominee's Name: _____ NSP ID: # _____
2. Mailing Address: _____
3. Registered with the _____ Patrol _____ Division
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 | | | |
| Region Review Board Chair | | | |
| Region Representative | | | |
| Division Awards Advisor | | | |
| Division Director / Designee | | | |

5. Certificate Wording - **limited to 3 (centered) lines or less** (event, place, date)
 The National Ski Patrol System
 hereby awards the
 (Color) Merit Star
 to
 Nominee Name
 in recognition and acknowledgement for

6. Supporting Documents are attached: YES

7. Sponsor's Recommendation (**Emphasize "EXCEPTIONAL" Contributions/Leadership** as required):