**TEMPLATE INSTRUCTIONS:** Use this template to nominate a patrol for the **National Outstanding Patrol/Host Unit of the Year**. **NO INFORMATION DATING BACK MORE THAT 4 YEARS, including the current season shall be written on this application. A “YEAR” is defined as a continuous 12 month period as applicable to the nature of the patrol (eg. Alpine vs Bike).** The nomination form and supporting information **must not exceed four single-side 8½ x 11 pages**. Be sure to cross-reference the supplemental information to the pertinent section of this nomination form. 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: Sep 11 2021**

**Check the applicable box for the patrol category being nominated - Alpine Small, Alpine Large, Nordic or Bike.**

**Section 1 -** Indicate the Patrol/Host Unit ID number (ie. C001) and the Patrol/Host Unit name. This section is the *only* place on this nomination that a Patrol, Region, or Division is identified. The National Office will remove this page before forwarding to the National Outstanding Award Judges. **It is imperative that all other sections of this nomination NOT refer to any specific person, place, or thing that might identify the nominee to ensure fairness in the selection process. Failure to comply will result in rejection of the nomination.**

**Section 2 –**

**Mailing Address:** Because the National office uses the UPS for their shipments, all mailing addresses MUST be a valid physical residence address. **NO PO boxes.** The ONLY EXCEPTION are APO, FPO and DPO customers, as these shipments MUST be handled via the US Postal Service.

**Expected Presentation Date: MUST FILL FIELD -** Typically, the anticipated date of the official ceremony when this award will be presented to the recipient.

**(Expected Presentation Date format = Mmm DD YYYY) Example:** **Sep 11 2021**

**• Public Posting Date: MUST FILL FIELD -** 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: Sep 11 2021**

**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: Sep 11 2021**

The NSP Patrol Director/Representative endorses the nomination and verifies the activity hours, awards, etc… 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 Region review board has reviewed the nomination. The nomination is then forwarded to the Division review board chair or to the Division Awards Advisor.

**Section 3 – Statistics.** Most required statistics are self-explanatory. In **3e**, for those areas that run more than one shift per day, combine the number of patrollers and shifts for that day and consider it as a single day’s shift.

**Section 4 – Organization.**

 **- 4a.** List the numbers of Elected and Appointed officers.

 **- 4b.** Types of written operational procedures might include bylaws, management relations, snow safety, reckless skier, search and rescue, avalanche, etc. **Do not attach copies.**

 **- 4c.** Enter the percentage of returning patrol members from the previous year/season.

**Section 5 - Awards -** List NSP awards/citations and dates received by the patrol organization within the NSP. Do not include individual awards/appointments. Awards and citations presented by a government or affiliated agency may also be included. News articles may be attached to substantiate the award, but they are not to be sent to the National Office.

**Section 6 –** List other applicable patrol functions such as associated Mountain Host, Bike Patrol, Medical Associates and/or Alumni activities. Describe each such patrol function and their impact on patrol operations and results.

**Section 7 - Public / Community Service -** List safety lectures to schools and ski clubs, TV and radio spots, newspaper releases, etc., as well as any other information that shows the patrol’s contributions to the sport of skiing, such as direct involvement in a ski club or council of clubs, involvement in Special Olympics, ski shows, clinics, and allied organization (PSIA, NSAA, Boy Scouts, YMCA), etc.

**Section 8** **- Training and Testing**

 - **8a**. Give the number of refresher training and other activities in excess of those required by NSP standards for registration each season. Describe in detail your new candidate training and Seniors training and their results. List leadership training courses given. Outline the training programs hosted by your patrol.

 - **8b**. Describe the patrol’s involvement in testing and evaluation. List the number of instructors and instructor trainers along with total hours performing those duties/functions.

**Section 9 -** **NSP Leadership**

        - **9a**. Specify the number of NSP Senior patrollers and Certified/Nordic Masters patrollers in the boxes provided.

        - **9b**.  Specify the number of active NSP patrollers holding a National Appointment (NA) or Leadership Commendation Appointment (LCA) in the boxes provided. Indicate the percentage of the total membership the NAs/LCAs comprise. A simple web based percentage calculator is available at: **https://www.calculator.net/percent-calculator.html**

         - **9c**. Describe the active patroller(s) leadership role(s) in NSP Region, Division, and/or National leadership positions.

**Section 10 -** State specifically why this nominee is outstanding. Discuss in detail any unique or unusual hardships and problems overcome by the patrol during the past season. Describe any newly developed equipment or procedures to make the sport of skiing easier, safer, etc. This could include new lift evacuation devices, transportation devices, new aid room equipment, etc. This section should also list any off-area rescues, including time and number of patrollers involved.

**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 MUST send this finalized nomination to the National Office Awards Administrator not later than 1 June to be considered for the annual selection cycle.**

**DIVISION WILL REMOVE INSTRUCTION PAGES PRIOR TO SUBMISSION**

** NATIONAL SKI PATROL** Date prepared:

 133 South Van Gordon, Suite 100

 Lakewood, CO 80228-1706

**Please refer to the current version of *NSP Policies and Procedures***

**for award guidelines *before* completing this form.**

**NOMINATION**

**NATIONAL OUTSTANDING PATROL/HOST UNIT of the YEAR**

**[ ]  ALPINE Small - 1 to 40 members** **[ ]  ALPINE Large - 41 or more members** **[ ]  NORDIC [ ]  PAID**

**[ ]  MOUNTAIN - Host Unit [ ]  BIKE - Host Unit [ ]  BIKE**

|  |  |  |
| --- | --- | --- |
| **1.**  | Patrol/Host Unit ID / Name: |       |
|  | Patrol/Host Unit Mailing Address: |       |
|  | Recreational Area Served: |       | Region: |       | Division: |       |

|  |  |  |  |
| --- | --- | --- | --- |
| **2. Send this award to**:  | Division Awards Advisor or Division Director |  |  |
| **Expected Presentation Date:** |       | **Public Posting Date:**   |       |

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

**Proceed to the next page, section 3.**

**3**. Statistics

|  |  |  |  |
| --- | --- | --- | --- |
| **a.** | Year Patrol/Host Unit activated: |       |  |
| **b.** | Type and number of lifts (for alpine) or miles of trails (for Nordic/Bike): |       |
| **c.** | Number of days area in operation: | This season |       | Last season |       |  |  |
| **d.** | Number of days patrol responsible: | This season |       | Last season |       |  |  |
| **e.** | Average number of patrollers per day: |       |  | Per night (if night shifts): |       |  |
| **f.** | Number of patrollers (including secondary registrants): |       |  |  |  |  |
| **g.** | Number by Classification: | Candidate: |       | Patroller:  |       | Alpine Patroller: |        |
|  |  |  |  | Bike Patroller: |       | Nordic Patroller: |       |

**4**. Organization:

|  |  |  |  |  |  |
| --- | --- | --- | --- | --- | --- |
| **a.** | Officers: Elected: |       |  Appointed: |       |  |
| **b.** | Types of written operation procedures, i.e., avalanche, triage, or major accidents: |
|       |
| **c.** | Percentage of returning patrollers in the past four (4) years including current year: |       % |  |

**Indicate the starting and ending Year first, then list/describe the pertinent information for Section 5-9 below. Do not include any information dating back more than four years for any of the following categories.**

**5**. Awards – Received by the Patrol/Host Unit organization, **not individuals** (list year and type of award):

**6.** Other Patrol/Host Unit Functions (Mountain Host / Bike / Medical Associates / Alumni):

**7.** Public / Community Service (beyond the normal Patrol/Host Unit service area)

**8.** Training and Testing

 **a**. Courses Instructed:

**b.** Instructor and IT hours:

**9.** NSP Leadership

 **a.** Seniors:       Certified:       Nordic Master:

 **b.** NA:       LCA:       Percentage of NA/LCA to total patrollers:

 **c.** List position(s) held by the Patrol membership for:

 Region:

 Division:

 National:

**10.** Why is this Patrol/Host Unit outstanding?