

## **NFPA Awards and Scholarships Nominations Process (2018 Award Year)**

For our member associations' convenience, this document outlines the Nominations Process for each of NFPA's annual awards and scholarships. If any conflict exists between this document and the NFPA Awards Procedures, the Awards Procedures shall govern.

### **GENERAL AWARD NOMINATION PROCEDURES**

The following procedures apply to all nominations for all awards and scholarships. Nominations for awards must be submitted in the form of a letter. Scholarship applications should use the appropriate application form and include all requested documentation. The nominating person or association is responsible for confirming that the nominee meets the award's eligibility requirements, including membership status in good standing, if applicable. Submit all nominations using the online form.

All nominations and applications must be submitted using the online form by **July 1, 2018**. Nominations or applications submitted via email, mail, or other means will not be considered. Incomplete submissions are reviewed "as is" with no opportunity to supplement.

All award and scholarship recipients receive formal recognition at the NFPA awards luncheon on the Saturday of the Annual Convention, on NFPA's website, in the *National Paralegal Reporter* and in press releases. Registration fees for the Policy Meeting shall be waived for each recipient (if the recipient is not a delegate for a local association).