



## **TIPS FOR A SUCCESSFUL SILVER BEAVER NOMINATION**

- Start as soon as possible. It takes longer than you think to put together a nomination packet.
- Read the Silver Beaver Award Nomination form. It will give you an overview regarding the qualifications that the Selection Committee will be looking for and what to emphasize. Notice that there are 3 areas of qualifications: Service to Scouting, Service to Youth Outside of Scouting, and Service to the Community. It is very important to have information in each area. Information should be typed.
- Contact the District Key Three and let them know you are intending to nominate the candidate. They will provide you with help along the way if you need it and will let you know if someone else is also nominating your candidate so the two of you can work together. They will stay in touch with you during the entire process to check on your progress. They are available to help if you have any questions.
- Contact your district professional to get a copy of your nominee's profile from my.scouting, which includes the Scouter's positions, training records and awards recorded with the council. This will assist you in completing the Record of Service section on the nomination form.
- Contact the candidate's spouse, parents, and/or adult children. They may be able to provide you with a resume that will give you a lot of the information you need. Ask for information about the Scouter's activities outside of Scouting and possible contacts with those groups. Requesting a letter from one of these contacts is not uncommon. Remind him/her that the nomination is to be kept in confidence.
- As you contact people to write letters of recommendation, be sure to remind them that the nomination is to remain confidential. Letters should be addressed to Silver Beaver Selection Committee, Northern Star Scouting. If the person is not a Scouter or is not familiar with the award, be prepared to give them an idea of what you are looking for in a letter. If you send a request by mail or e-mail, you may want to follow-up in a few days. Not everyone you contact may want to write a letter. If they prefer not to, thank them and move on. Arrange to have the letters sent or e-mailed to you. You will need to turn in the completed packet to the council office by the designated deadline. This will give them time to review the packet and determine if any additional information is needed.
- **There is a maximum of 3 letters permitted in the packet in addition to the nominator's cover letter. Be sure to contact non-Scouters for letters.** These may include someone from the nominee's church, someone who has been a fellow coach with the nominee, a parent whose children has been coached or taught by the nominee, fellow "lodge" members (Elks, American Legion, etc.), etc. Contact people who have known the nominee on different levels of Scouting involvement (Cub Scouting, Scouts BSA, Venturing, District, Order of the Arrow, High Adventure, etc.) Having a variety of letters is preferable to letters from the nominee's unit only. Be sure to highlight various/all levels of the nominee's involvement in the Scouting program.
- Your nominating letter should indicate how you know the candidate and why you are nominating him/her. List some of the qualifications you see in that candidate.
- You will be notified of the Selection Committee's decision regardless of the outcome. If your candidate is selected, you will be asked to notify him/her (& congratulate them, of course), and remind them of the date of the Council Dinner where they will receive the award. Suggest that they invite the entire family. You also may want to notify all the folks who wrote letters and invite them to the dinner. If your candidate was not selected, don't be too disappointed. There are lots of qualified people out there. Don't hesitate to try again next year!!