Checklist for Fellow Nominations

☐ Tell your candidate that you plan to nominate them and include information about (Share This):

  o The nomination process, including a telephone interview in May from a member of the Nominating Committee

  o The rights and privileges of Fellows, including participation guidelines

  o The requirements of Fellows, including annual dues of $500

☐ Start your online nomination, you’ll need:

  o Your candidate’s first name, last name, and personal email.

  o A short statement on how the candidate stands out in her/his sector, including examples of the candidate’s achievements and examples of recognition by peers and professional organizations in her/his sector or discipline.

  o The names of two seconding Fellows.

  o A short statement on how your candidate contributes to a more diverse and robust Academy.

  o A short statement on how the candidate would be a valuable addition to the body of Fellows.

☐ After submitting Nomination Step 1 online, check in with your candidate to ensure they’ve received their account creation email from NAPA

☐ After submitting Nomination Step 1 online, check in with your seconding Fellow(s) to make sure they received the notification email from NAPA

☐ Once you’ve been notified by email that your candidate has submitted their information, you have the opportunity to login and review the full nomination but it is not required.

☐ Celebrate the future of public service!

DEADLINE: April 30