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 The names of potential seconding Fellows

  - o To be prepared to outline how your candidate contributes to a more diverse and robust Academy

  - o To be prepared to outline how your candidate will be involved in the Academy

- ☐ 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 should return to the online portal to submit your nomination statement and finalize the nomination package (Example Recommendation Statement)

- ☐ Celebrate the future of public service!

DEADLINE: April 30, 2020