

Template Instructions – Central Division Certificate of Appreciation

TEMPLATE INSTRUCTIONS: Use this template to nominate a person for Central Division's Certificate of Appreciation. Submit this template as the original .doc file format to the applicable Region review/approval officer.

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 Sponsor prepares the submission.

SECTION 1-3 – Fill out sections accurately. Enter the name as it should appear on the award certificate. Do not use nicknames.

SECTION 4 – Fill out ALL info fields in the "Send this award to" section with a Name, Mailing Address and the Date Needed. Note: Division requires at least 15 days for processing.

SECTION 5 – Give reason, event, place, and dates, indicating exactly how the wording on the award certificate should appear in the centered space provided. Be brief as space on the certificate is limited. The Division Office reserves the right to change the wording thereof.

SECTION 6 – See Section 7. C below for patroller team supporting document.

SECTION 7 - Sponsor's Recommendation - All nominations must include a sponsor's recommendation.



CENTRAL DIVISION

CERTIFICATE OF APPRECIATION

Please refer to the template Instructions *before* completing this form.

Date prepared: _____

NOMINATION

1. Nominee's Name: _____

NSP ID: # _____

2. Mailing Address: _____

3. Registered with the _____

_____ Patrol

_____ Region

4. Send this award to: _____

Date Needed: _____

Mailing Address: _____

Public Posting Date: _____

(NO PO Boxes) _____

APPROVALS

Printed Name & Member ID

Just Date - Do Not Sign

Date Signed

Sponsor			
NSP Patrol Director / Representative			
Review Board Chair			
Region Representative			
Division Awards Advisor			
Division Director / Designee			

5. Certificate Wording - **limited to 3 (centered) lines or less** (event, place, date)

Central Division of the National Ski Patrol System
hereby awards the
Certificate of Appreciation,
to
Nominee Name
in recognition and acknowledgement for

6. Supporting Documents are attached: ☐ YES

7. Sponsor's Recommendation. Emphasize "EXCEPTIONAL" Contributions/Leadership as required):