

## STANYS Fellows Checklist

- \_\_\_\_\_ I have read the **Rules for Nominations**.
- \_\_\_\_\_ I have read the **Guidelines for Nomination Preparation**
- \_\_\_\_\_ I have read and completed the **STANYS Fellows Nomination Form**.
- \_\_\_\_\_ I have read the **Fellows Rubric** to help me include the necessary information for successful **completion** of the Nomination Form.
- \_\_\_\_\_ The required signatures are completed on page 7 of the **STANYS Fellows Nomination Form**.

### **In the packet that is being sent to the Fellows Chairperson, I have included:**

- \_\_\_\_\_ documentation from the STANYS Clerk verifying that the nominee has ten years of continuous membership in STANYS.
- \_\_\_\_\_ all supporting letters, newspaper articles, copies of the first page of articles written by the nominee and other forms of support
- \_\_\_\_\_ the Nomination Form with signatures.

### **I have**

- \_\_\_\_\_ contacted the Fellows Chair and know the correct postal mailing address.
- \_\_\_\_\_ made arrangements for First Class Certified Mail to be postmarked no later than January 15 of the year of nomination.