Things to Know and Gather Before Starting a Nomination Application

Texas ENA is proud to honor the best and brightest of its members with the Annual Texas ENA Achievement Awards. Our practice over many years has been to submit the Texas ENA Award winners as candidates for the National ENA Achievement Awards for the following year. We are honored to see our Texas Award winners recognized with National Awards.

The process for submitting awards has been moved to our Kaleidoscope Integrated Software platform.

Here is a checklist for how and what to prepare in advance:

□ You must collect your nominees name, chapter, street address, city, state and zip code, personal phone number, personal email address and ENA membership number.

□ The Kaleidoscope landing page will provide you with the award qualifications, descriptions, awards criteria and access to the Curriculum Vitae summary.

□ If you are planning to nominate a candidate for any\* of the awards, it is imperative that you collaborate in advance with a second nominator. You will need their name, address, personal phone number, personal email, and ENA membership number. All awards **EXCEPT** Rising Star\* require a second nominator.

□ You will follow the link on the Texas ENA website to the Kaleidoscope Landing page for Awards Nomination. **On the landing page, the list of Texas ENA awards will have a hyperlink to that specific award criteria document. Download that document. This is the document you will send to your second nominator.** To begin the application in Kaleidoscope, you will need to register with your email and create a password. You will complete your information as the First Nominator. **Give your second nominator a deadline to return the criteria document to you assuring that each criterion meets the 200-word count limit. You will then convert that document to a pdf, save it, and upload it as requested where you have completed your narrative statements.** This will become apparent when you begin the application in Kaleidoscope.

□ The criterion for each award is unique to that award.

□ Please review the criteria completely.

□ When you begin your narrative for each criterion, notice there are 200-word count limits. You may wish to write your narratives in a separate document, and make sure your word count meets the limits. Your second nominator will have the same 200-word count limit.

□ Once you are ready to complete the application, copy and paste your narratives into the nomination application and check the word counts. Be prepared to upload your nominee’s CV summary+. You will upload your second nominator’s pdf file into the application as requested, where you have written your narratives, in the nomination form. Be sure their narratives meet the word count requirement.

□ If you are nominating someone for the Lifetime Achievement Award, please have your nominee send their complete CV to you. Email the complete CV to awards@txena.org when you submit your award application. This is the only award requiring a COMPLETE CV+.

□ For all other awards, **EXCEPT** Behind the Scenes, provide your nominee with the Curriculum Vitae summary form+. You can find a link to it on the Kaleidoscope landing page OR on the Texas ENA Website under the Awards Committee tab at [www.txena.org](http://www.txena.org). You will not be able to complete the nomination without the CV summary where requested. Do that early in the process. Give your nominee a deadline to return the CV summary to you.

□ Ensure that you have completed all the relevant information before you submit the nomination.

□ If you question or hit a snag in the process, email awards@txena.org for help.