



November 12, 2012

Dear Scouter,

Each year at the District Awards Dinner, several adult scouters in the Old Dominion District are recognized for their outstanding contributions to scouting with local units and/or the Old Dominion District with Presentation of the *Key Six Award*. Previous years' recipients were a noteworthy group for the breadth and depth of their commitment of service to youth. However, these individuals could not have been recognized for their efforts without someone taking time to prepare a nomination package — a letter detailing the individual's participation in scouting and community programs. Normally, the District Key 6 will select about six to eight adult scouters for recognition with the *Key Six Award* at the Adult Leaders Recognition Dinner in March.

This nomination process is simple and consists of a nomination letter (two pages or less). The information provided in the letter is evaluated by the Key 6 in selecting the most qualified individuals for the award. The format is that of a standard letter with the following information about the nominated scouter: adult leadership positions, special projects, training completed, scouting awards, years as adult scouter, and other community, civic, or religious related activities (for youth). It considers all activity as an adult scouter, it is not limited to activities during the current scouting year but does give special weight to service in the District above the single-unit level and the nominee's contributions toward the Old Dominion District reaching its goals. Additional information and instructions are attached.

Any adult with an interest in scouting may submit a nomination. Nomination letters can be given to any member of the Key 6 or Don Palomaki, and should be submitted no later than February 7, 2013. Additional questions may be sent directly to Don Palomaki at 703-455-9262 or dpalomaki@dspalomaki.com. Please take a little time to help recognize some very deserving individuals within the Old Dominion District.

Yours in Scouting,

Holly Brown
District Chairman

Key Six Award Nomination Format

[The Key 6 will review nominations submitted in the late February timeframe and select individuals for the award. Nomination letters will be evaluated based on the six areas described in the sample letter below and scored using a common scoring criteria established by the Key 6. Total scores will be tabulated and the best qualified individuals will be recognized with the Key 6 Award at the annual Adult Leader Awards Dinner in March. The following format should be used for all nominations for the Key 6 awards. Deviating from this format may detract from the quality of the nomination letter and hurt the nominee's chance for selection. The first five sections of the nomination letter should be a narrative of the highlights of the scouter's career. This section should demonstrate the depth and breadth of the scouter's contribution to scouting and youth. Contributions that serve several units in the District are weighted more than contributions that support a single unit. One time or special projects also can be listed here to highlight a significant contribution. The last section is used to discuss the individual's contribution to the community and service to youth outside of the scouting movement. The length for the nomination letter is one-to-two pages.]

[Return address and Date]

To the Old Dominion District Key 6;

I nominate *[name of scouter, address, phone number, Unit, e-mail address (if known)]* for the Old Dominion District key Six Award. This nomination is based on the following service to youth and scouting:

Adult Positions Held:

List in order the adult leader positions held in scouting. Include the position, unit, council and time frame (years) if known. Positions may be at the unit, district, or council level. One time or special projects are not usually listed in this section. However, one might list Camporee Chairman due to the extensive time required to carry out those duties. Other positions on the camporee staff that may require only a day or two to complete would be discussed in the Special Projects section. Positions described in charter registration documents or those found on the district organization chart are examples of the information desired for this section. Please include brief comments on any noteworthy achievements in the above positions.

Special Projects:

Special projects are those significant items that are shorter in nature such as an instructor at Pow Wow or Merit Badge Jamboree. Please include brief comments on any noteworthy achievements in these projects.

Training:

List in order the adult leader training completed to include the course title and year.

Awards:

List all scouting awards received as an adult. Awards may include those received from the OA, training awards, and service awards.

Years as a Registered Adult Scouter:

List the total time registered as an adult scouter. Do not include time as a registered scout or youth member.

Other Community, Civic, or Religious-related Activities:

List activities outside of scouting that attest to the nominee's commitment to the community and service to youth outside of the scouting program. Examples could include items such as church activities; youth sports programs, and volunteer organizations to name a few.

Your Signature

Your scouting position

Your contact information