**Optional Checklist: Tips for a Strong Accessibility Award Nomination**

(This checklist is optional and intended to assist nominators. Applications will not be evaluated based on whether this checklist is used.)

1.  About the Nominee's Impact
    - ❑ Have you clearly described how the nominee has made life better for persons with disabilities?
    - ❑ Have you included specific examples that show the nominee's impact?
    - ❑ Have you explained who benefited from the nominee's work?

2.  About Actions Taken
    - ❑ Have you described what the nominee did to advance accessibility?
    - ❑ Have you highlighted initiatives, programs, events, advocacy efforts, or design improvements the nominee contributed to?
    - ❑ Have you highlighted the difference their actions have made in the community?

3.  About Collaboration
    - ❑ Have you described how the nominee worked with others to create change?
    - ❑ Have you mentioned any partnerships or community involvement?
    - ❑ Have you explained how collaboration supported positive or sustainable change?

4.  Strengthening Your Nomination (Optional)
    - ❑ Is your submission clear and easy to follow?
    - ❑ If using spoken, video, or ASL formats, is the recording understandable and organized?
    - ❑ If using written format, have you used plain language or point-form if that's easier?
    - ❑ Have you provided enough detail to show the full scope of the nominee's work?
    - ❑ Have you avoided technical jargon, or explained it when needed?

5.  Optional Supporting Materials

(These are optional and may be shared in the format that works best for you. Supporting materials are not required and not including them will not affect your nomination.)

You may include any of the following, in written, audio, video, or visual format depending on your submission method:

- ❑ Letters or messages of support
- ❑ Video messages of support
- ❑ Audio or voice-recorded messages of support

- ❏ Photos or visual examples that help illustrate impact
- ❏ Resumes or brief background information
- ❏ Media coverage or links to relevant work