



Handbell Musicians of America - Area 1

Margaret H. Shurcliff Leadership Award

NOMINATION FORM

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Letter To the Nominator:

Thank you for taking on an important task in the life of Handbell Musicians of America. As the Nominator of a *present, former* or *deceased* Area 1 member for the Margaret H. Shurcliff Leadership Award, you may be contacted by a member of the Leadership Award Committee with request(s) for additional supportive information to assist the Committee in its work. Although secrecy is not always easy, we hope that the presentation of any awards emanating from this process will be a complete surprise to the recipient(s) or close family members. Presumably, you are nominating someone whom you know (knew) quite well, so that providing the necessary documentation to justify the award for your nominee is well within your ability. You are free to seek assistance from others (e.g., family, close friends, et al), should that be helpful or necessary.

The criteria for receiving the Margaret Shurcliff Leadership Award are published with this Nomination Form. Please review these thoughtfully as you prepare your package in support of your nominee. There are two major categories of service that either separately or together require detailed documentation of exemplary contribution to handbell ringing to justify receiving the Margaret Shurcliff Leadership Award at this time. The award, if any, will be presented at the Biennial Meeting, held during the next Area 1 Festival/Conference.

The more thoroughly you can research the background of your nominee, the better the Committee will be able to judge the merits of his/her nomination. Although there are no particular requirements, documentation may include resumes, testimonial letters of support, published works, etc. As appropriate, such material will be considered confidential.

For reasons of confidentiality, all documents submitted will be destroyed at the conclusion of the nomination process, so ***please send no original documents of any kind unless there are other copies in existence*** (e.g., resumes, curriculum vitae, etc.). Only one copy of each item need be sent—the Leadership Award Committee Chair will provide working copies to the rest of the Committee.

Eligibility Requirements

Handbell Musicians of America Area 1 members, to be considered for the Margaret Shurcliff Leadership Award, must have been a member of Handbell Musicians of America (also known as The Guild, formerly American Guild of English Handbell Ringers) Area 1, in good standing, *for at least five continuous years prior to nomination*. Persons not currently a member of Area 1 (for reasons of age, and/or retirement, or change of address out of Area 1) will be considered, as long as the five-year continuous prior membership requirement is met.

As a present, former, or deceased Handbell Musicians of America member, your Nominee has made noteworthy and lasting contributions to Area 1, including:

- ☐ ...teaching effectively
- ☐ ...promoting healthy handbell ringing practices
- ☐ ...organizing and promoting local, statewide or Area 1 ringing events
- ☐ ...mentoring new choirs and ringers
- ☐ ...upholding The Guild motto – **“Uniting people through a musical art.”**

Nominator Information

Nominator: _____

Nominator's Address: _____

Nominator's Phone Number: (_____)

Nominator's Email Address: _____

Nominee Information

Nominee: _____

Nominee's Address: _____

Nominee's Phone Number: (_____)

Nominee's Email Address: _____

No. of years teaching/leading a handbell group _____

No. of years member of Handbell Musicians of America ____

OR year began as member of Handbell Musicians of America (formerly AGEHR) ____

Supporting Documentation

The following questions may be answered in narrative form (i.e., letter form) if you prefer. Please make sure you provide answers for the six areas noted below. Letters of endorsement from others may address one or more of the areas, but please note in your main submission which of the areas are answered by other letters.

For each answer, please indicate what documentary evidence or letters of endorsement, if any, you are providing.

1. In what ways has your nominee exhibited the “teaching effectively” requirement of this award?

Narrative Answer:

2. In what ways has your nominee “promoted healthy handbell ringing practices” as required of this award?

Narrative Answer:

3. In what ways has your nominee “organized and promoted local, statewide or Area 1 ringing events” that would justify receiving this award?

Narrative Answer:

4. In what ways has your nominee “mentored new choirs and ringers” that would justify receiving this award?

Narrative Answer:

5. In what ways has your nominee “upheld The Guild motto — ‘Uniting people through a musical art’” that would justify receiving this award?

Narrative Answer:

6. Other Letters of Endorsement

Provide as many letters from others as you deem appropriate. Please name each letter as a PDF file appropriately to be able to connect it to this nomination, and note on this page the names of other files that are being sent with this nomination.

1. *EX: Letter 1 File Name and short description*
2. *EX: Letter 2 File Name and short description*
3. *etc.*

Final Submission Page

Signature of Nominator: _____

Date: _____

Method of Submission:

Submissions may:

- Be entirely typed within a copy of this Google Document. Prior to submission, please update the Table of Contents, then File > Download > PDF Document, and send as an attachment to the email below.
- be printed, handwritten, scanned, and attached as PDF(s) to the email below.
- be a combination of typed input into this document and separate PDFs of endorsement letters from other individuals.

SUBMISSION NOTE:

Please name each PDF file appropriately to be able to connect it to this nomination, and note in the 'Other Letters of Endorsement' the names of other files that are being sent with this nomination. Please send all materials attached to one email to the address below. Please refrain from multiple emails with documents if possible.

Please send this Nomination Form and all supporting documents to:

Secretary, HMA Area 1

secretary.area1@handbellmusicians.org

Nomination forms and all supportive material must be *received* by the Secretary of Area 1 no later than **December 31**, in order to be considered. *All submitted material will be destroyed at the conclusion of this Margaret Shurcliff Leadership Award committee's activity.*

Although materials may be forwarded at any time prior to the December 31 deadline, please include as many supporting documents as possible with this Nomination Form.

Thank you.