

Instructions for Completing GWRRA University Trainer of the Year Nomination Form

1. After loading the nomination form from the GWU Trainer of the Year site, please go to File/Save As and save a copy of the fillable nomination form on your computer. Please open the downloaded copy and after completing the form, save the document before closing. (if you fail to save and use just the online version, the information is lost once the document is closed)
2. At the top of the form fill in the Region, District, and Chapter of the nominee.
3. Type in the Trainer's name.
4. Type in the Certification Level (UT, SUT, MUT, UI) if known. Otherwise leave blank.
5. Type in their Certification date if known.
6. Type the nominee's membership number, if known.
7. **NOTE: If you have no knowledge of any of the questions in the three scoring areas of the nomination form, please make no scoring entry.**
8. If you give a score of 4 or 5 to any of the questions, please itemize and provide an explanation in the Nominator's comments section of the fillable form.
9. On the second page please fill in the nominator's name, membership #, district, chapter affiliation, position (if an officer) and expiration date.
10. Please sign and date the nomination form and the bottom of Page 2.