

2024 Communicator of Achievement Checklist

Use this handy checklist to help you prepare your Communicator of Achievement nomination:

Email the following materials by Monday, March 18, 2024 to nfpwcoa2024@gmail.com :

- Official COA entry form
- Brief summary in resumé-style list form of vital information divided among professional, community and NFPW/affiliate service (*one page – 500 words maximum*)
- Narrative about the nominee (*up to four pages – 2,400 words maximum*)
- Endorsements of the nominee (*up to two pages – 1,200 words maximum*)
- Two samples (or excerpts) of nominee's work (*up to two pages – may include copy excerpts, graphic images/clips or digital links*)
- 150-word biography for *AGENDA* newsletter (will also be edited to 75 words for the conference program)
- Color photograph of the nominee in jpg format, at least 300-dpi resolution

Submission fee:

Visit <https://nfpw.memberclicks.net/2024coa> to make an electronic payment of \$60, OR mail a \$60 check made out to **NFPW** to:

NFPW
140B Purcellville Gateway Dr., Suite 120
Purcellville, VA 20132

Electronic payment or postmark deadline: March 18, 2024