**2019 ICF Global Young Leader Award**

**Nomination Worksheet**

ICF has created this worksheet for you to use as you prepare your nomination for the 2019 ICF Young Leader Award.

***Please note that this is only to be used as a worksheet. ICF will only accept nominations submitted via the online platform. The online platform will be accessible at coachfederation.org/young-leader-award from February 13–April 3, 2019, at 2 p.m. (New York).***

**Terms and Conditions**

Terms and Conditions of the Young Leader Award program are as follows. ***Please review carefully before submitting a nomination form.***

* The ICF Young Leader Award program is open to ICF Members in good standing who hold an ICF Associate Certified Coach (ACC) Credential or higher. If a nominee's Membership and/or Credential lapses during the nomination, selection or recognition process, he or she may be disqualified from consideration.
* Self-nominations **are** accepted for the Young Leader Award program. Individuals may also be nominated by a peer or colleague.
* Young Leader Award nominees must be 39 years of age or younger at the time of the nomination.
* Current members of the ICF Global Board of Directors are not eligible for consideration.
* Past Young Leader Award winners are not eligible for consideration.
* The individual who submits the nomination must provide names and email addresses for two additional individuals who are willing to complete a letter of reference form regarding the nominee. ICF HQ will send these individuals automatically generated emails with links to complete the reference forms. ***You may not provide the name and email address of the nominee or the nominator in these fields.***
* ICF Global will not consider multiple nominations for the same individual. If multiple nominations of the same individual are in progress, ICF HQ staff will reach out to nominators and propose alternative solutions.
* All nominations and reference forms must be submitted in English.
* Nominees who are selected as finalists will be required to participate in ***a 60-minute interview via the Zoom teleconferencing platform***. (If Zoom is not available in the finalist’s country, ICF HQ staff will work with them to identify an appropriate alternative.) ***Interviews will take place June 17–28, 2019.*** All interviews will be conducted in English, although reasonable accommodations will be made to provide translation support if needed.
* Finalists who are selected as award winners should **plan to attend ICF Converge 2019, which will take place October 23–26, 2019, in Prague, Czech Republic**. ICF will provide a complimentary conference registration for all Young Leader Award winners, as well as a stipend to offset the cost of airfare and hotel accommodations.
* All Young Leader Award winners will be required to consent to provide ICF with additional information about their coaching career and biography that may be published in future press releases, testimonials, ads, marketing materials and/or case studies.

**Nominator Information**

First Name Click or tap here to enter text.

Last Name Click or tap here to enter text.

Email Address Click or tap here to enter text.

Telephone Number Click or tap here to enter text.

Are you nominating yourself or someone else for this award? (If you’re nominating someone else, you will be asked to confirm that you have notified the nominee that you’ll be submitting a nomination.)

**Nominee Information**

Name of Nominee Click or tap here to enter text.

Email Address Click or tap here to enter text.

Telephone Number Click or tap here to enter text.

Mailing Address Click or tap here to enter text.

Is the nominee a current ICF Member in good standing? Click or tap here to enter text.

Which ICF Credential does the nominee hold? Click or tap here to enter text.

What is the nominee’s date of birth? Click or tap to enter a date.

**Impact on and Contributions to the Profession**

Describe the nominee’s contributions to date, and discuss how the nominee demonstrates the potential to contribute to the coaching profession in the future. (400 words or less)

Click or tap here to enter text.

**Career Achievements**

Discuss the nominee’s career achievements to date and describe what he or she is doing to ensure continued achievement. (400 words or less)

Click or tap here to enter text.

**Impact on and Contributions to ICF**

Describe how the nominee has contributed to and been a leader in ICF so far. Examples include but aren’t limited to local, regional and/or global board activity; committee/task force involvement; other volunteerism; presentations at local, regional and/or global ICF events; and articles written for ICF publications. (400 words or less)

Click or tap here to enter text.

**Thought Leadership**

What has the nominee done that positions him or her as a thought leader for the coaching profession? Examples of thought leadership activities include but aren’t limited to books, articles, columns, research papers, seminars, workshops, keynotes, blogs and podcasts. (400 words or less)

Click or tap here to enter text.

**Core Values**

Describe and/or provide examples of how the nominee embodies ICF’s four core values:

* Integrity (200 words or less) Click or tap here to enter text.
* Excellence (200 words or less) Click or tap here to enter text.
* Collaboration (200 words or less) Click or tap here to enter text.
* Respect (200 words or less) Click or tap here to enter text.

**File Upload**

As part of the nomination process, you will be required to upload the nominee’s resume or CV.

*Because ICF’s online awards platform uses Dropbox for file uploads, nominators based in China may not be able to complete this step. If this is the case for you, please contact Abby Heverin at* *abby.heverin@coachfederation.org* *or +1.859.219.3529 for assistance.*

**Letters of Reference**

As part of the nomination process, you will be required to enter the names and email addresses of two (2) individuals who are willing to complete a reference form attesting to the nominee’s qualifications for the Young Leader Award. ICF HQ will send these individuals an automatically generated email with a link to complete a reference form.

We will ask them to respond to the following prompts:

* Discuss the nominee’s contributions to date and discuss how the nominee demonstrates the potential to contribute to the coaching profession in the future. (400 words or less)
* Discuss the nominee’s career achievements to date and describe what he or she is doing to ensure continued achievement. (400 words or less)
* Describe how the nominee has contributed to and been a leader in ICF so far. Examples include but aren’t limited to local, regional and/or global board activity; committee/task force involvement; other volunteerism; presentations at local, regional and/or global ICF events; and articles written for ICF publications. (400 words or less)
* What has the nominee done that positions him or her as a thought leader for the coaching profession? Examples of thought leadership activities include but aren’t limited to books, articles, columns, research papers, seminars, workshops, keynotes, blogs and podcasts. (400 words or less)
* Describe and/or provide examples of how the nominee embodies ICF’s four core values:
	+ Integrity (200 words or less)
	+ Excellence (200 words or less)
	+ Collaboration (200 words or less)
	+ Respect (200 words or less)

*Please note that, for a nomination package to be considered complete, these individuals must complete and submit their reference forms by April 3, 2019, at 2 p.m. (New York).*