

Mississippi Nurses' Association and Foundation

2019 Nightingale Awards Nomination Packet

Mississippi Nightingale Awards

Monday, March 4, 2019

Marriott Hotel –Jackson, Mississippi

General Instructions for Nominations:

The **NOMINATOR** should:

- Submit four (4) copies of the following material by the deadline, **Friday, January 4, 2019:**
 1. Nomination cover sheet. Please list only one (1) nominee per cover sheet — the nomination cover sheet **must include the nominee’s license number**. Should you wish to make multiple nominations, please submit a separate cover sheet for each nomination/recommendation.
 2. Introductory Statement. Please supply a short introductory statement about the nominee. You may include place of employment, education background, contributions and accomplishments. Use this statement to describe the nominee’s attributes for the award category in which they are nominated. **Limit this statement to 300 words.**
 3. Application Information. Typewritten responses addressing application information for each nominee in each category.
 4. Please limit the entire packet to twenty-five (25) pages or less.
- Provide one (1) DIGITAL **Professional Headshot** with all nominations for nurses. For remaining categories, please provide two (2) DIGITAL photographs - one photograph may be of the exterior of the facility; the other photograph may be of the interior of the facility. Please try to include some identifying image (sign, logo, etc). **All photos must be at least 300 dpi**, and should be e-mailed to mna@msnurses.org

NOTE: Nominees must meet the following general criteria to be considered:

1. The nominee has not won the specific award within the last two (2) years-(2017)
2. The nominee is not a current member of the Mississippi Nurses Association Board of Directors or the Mississippi Nurses Foundation Board of Trustees.
3. The nominee has served/practiced in the area/position for which he/she is nominated for the last 365 days.

Nominations must be received or postmarked by Friday, January 4, 2019.

Mail to:
Mississippi Nurses’ Association
Attention: Nightingale Awards Committee
31 Woodgreen Place
Madison, MS 39110

Additional Information:
Phone: (601) 898-0670
Fax: (601) 898-0190
E-mail: mna@msnurses.org
Web: www.msnurses.org

Nomination Cover Sheet

Award Categories:

1. Nurse of Distinction Award
2. Faculty Member of the Year
3. Nurse Educator of the Year
4. Nurse Manager of the Year
5. Inpatient Clinical Practice Nurse of the Year
6. Outpatient Clinical Practice Nurse of the Year
7. Advanced Practice Nurse of the Year
8. Nurse in Non-Traditional Setting of the Year
9. Chief Nursing Officer of the Year
10. Nurse Mentor of the Year
11. Nurse Rookie of the Year
12. Nurse Team of the Year
13. School of Nursing of the Year – ADN
14. School of Nursing of the Year – BSN
15. Nurse Preceptor of the Year
16. Outstanding Community Achievement Award
17. Nurse Innovator/Researcher of the Year
18. Hospital of the Year

I wish to nominate _____
(Please list full name of nominee with credentials. Correct credentials are required)

for the following Award Category: _____.

Nominee Contact Information:

Name: _____

Credentials: _____ (MS) RN License # _____

State of Licensure (other than MS): _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____ Email: _____

Place of Employment: _____ Phone: _____

Contact Name (for Employer, Hospital or Organization Nomination):

Nominator Contact Information: (the person we will contact with questions)

Name: _____

Address: _____

Home/Cell Phone: _____ Work Phone: _____ Email: _____

Nominator's Signature

Note: MNA/MNF reserves the right to contact nominees' employers for employment verification.

Nurse of Distinction Award

Application Information

This award, the highest, honors the Registered Nurse most exemplifying the art and science of nursing during the previous year. **(MNA Membership Required)**

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Introductory Statement- Limit to 300 words.
5. Years in current position.
6. Nominee's leadership in professional organizations.
7. Three (3) letters of support from colleagues and/or employer -limit three (3) (attach).
8. Nominee's impact on local or statewide healthcare and nursing.
9. Nominee's demonstration of the art/caring of nursing.
10. Nominee's demonstration of the science of nursing/clinical expertise.
11. Nominee's demonstration of pursuance of continuing education.
12. Nominee's evidence of mentoring.
13. Any additional relevant information.
14. Two (2) digital photos of the nominee – one (1) must be a professional headshot.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination cover sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application information.

Faculty Member of the Year

Application Information

This award is given to an outstanding nurse educator involved in formal entry-level or graduate level education.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement- Limit to 300 words.
6. Nominee's participation in professional organizations.
7. Nominee's impact on students entering the profession.
8. Nominee's impact on students pursuing an advanced nursing degree.
9. Nominee's excellence in classroom presentation.
10. Nominee's excellence in clinical expertise.
11. Comments from Nominee's students.
12. Three (3) letters of support from colleagues and/or employer- limit three (3) (attach).
13. Any additional relevant information.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Educator of the Year

Application Information

This award recognizes a nurse licensed in Mississippi that best exemplifies imparting the art and science of nursing education in a setting other than a school of nursing.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's impact on students entering the profession.
7. Nominee's impact on students pursuing an advanced nursing degree.
8. Nominee's excellence in classroom presentation.
9. Nominee's excellence in clinical expertise.
10. Comments from Nominee's students.
11. Nominee's participation in professional organizations.
12. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
13. Any additional relevant information.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Manager of the Year

Application Information

This award recognizes a nurse licensed in Mississippi that best exemplifies imparting the art and science of nursing leadership and practice in a clinic, hospital or office setting.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination Cover Sheet.
2. Nominee Name.
3. Years of experience as a Registered Nurse.
4. Introductory Statement-Limit to 300 words.
5. Nominee's participation in professional organizations including any offices held.
6. Nominee's demonstration of pursuance of advanced or continuing education.
7. Years served in Nurse Manager Position with description of role, identifying number of beds on patient care unit(s), and number of employees managed.
8. Nominee's participation in community committees, events or activities.
9. Nominee's ability to impart positive interpersonal communication skills.
10. Nominee's impact on employee and patient outcomes through application of nursing management, clinical and technical knowledge and expertise.
11. Exemplary examples of management skills within the medical facility.
12. Letters of support from colleagues, co-workers and leaders of medical facility and patient comments.
13. Any additional, relevant information to demonstrate ability to serve as manager for employees, patients and families.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Inpatient Clinical Practice Nurse of the Year

Application Information

This award recognizes a Registered Nurse delivering exemplary patient care in the hospital setting.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organizations.
7. Nominee's impact on patient outcomes through application of nursing knowledge and evidence-based practice.
8. Nominee's interpersonal communication skills.
9. Nominee's technical expertise.
10. Nominee's demonstration of pursuance of continuing education.
11. Nominee's participation in change initiatives within the hospital setting.
12. Comments from Nominee's patients.
13. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
14. Any additional relevant information.
15. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Outpatient Clinical Practice Nurse of the Year

Application Information

This award recognizes a Registered Nurse delivering exemplary patient care in the clinic or office setting.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organizations.
7. Nominee's impact on patient outcomes through application of nursing knowledge.
8. Nominee's interpersonal communication skills.
9. Nominee's technical expertise.
10. Nominee's demonstration of pursuance of continuing education.
11. Nominee's participation in organizational/employer affairs.
12. Comments from Nominee's patients.
13. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
14. Any additional relevant information.
15. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Advanced Practice Nurse of the Year

Application Information

This award honors an Advanced Practice Registered Nurse licensed in Mississippi for outstanding direct patient care.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organizations.
7. Nominee's impact on patient outcomes.
8. Comments from Nominee's patients.
9. Nominee's interpersonal communication skills.
10. Nominee's technical expertise.
11. Nominee's demonstration of pursuance of continuing education.
12. Nominee's furtherance of the role of advanced practice nursing in the community.
13. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
14. Any additional relevant information.
15. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse in Non-Traditional Setting of the Year

Application Information

This award honors a Nurse licensed in Mississippi best exemplifying the art and science of nursing in a non-traditional employment setting (law firm, public policy, healthcare management, quality assurance, military, etc. – not an exclusive list).

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Participation in professional organizations.
7. Participation in organization/employer events.
8. Demonstration of art and science of nursing in the professional setting.
9. Demonstration of pursuance of continuing education.
10. Evidence of mentoring.
11. Demonstration of ambassadorship for the field of nursing in the non-clinical workplace.
12. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
13. Any additional relevant information.
14. Nomination cover sheet.
15. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Chief Nursing Officer of the Year

Application Information

This award recognizes a Registered Nurse who administers the business/patient care activities of a health organization and/or who manages other personnel.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 Words.
6. Nominee's participation in professional organizations.
7. Nominee's communication skills.
8. Nominee's evidence of mentoring.
9. Comments from facility Registered Nurses about nominee.
10. Nominee's evidence leading/administering nursing care delivery.
11. Nominee's demonstration of pursuance of continuing education.
12. Three (3) letters of support from colleagues and/or employer-Limit three (3) (attach).
13. Any additional relevant information.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Mentor of the Year

Application Information

This award honors a Registered Nurse who voluntarily or as an employee assists a colleague to advance in the profession.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Comments from colleagues and mentees about nominee.
7. Nominee's communication skills.
8. Nominee's demonstration of professional awareness.
9. Demonstration of success of Nominee's mentees.
10. Nominee's participation in professional organizations.
11. Three (3) letters of support from colleagues and/or employer-Limit three (3) (attach).
12. Any additional relevant information.
13. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Rookie of the Year

Application Information

This award honors a Registered Nurse who, practicing for less than two (2) years, exhibits exemplary maturity and professionalism while delivering nursing care.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse (must be less than two (2) years for this award).
4. Years/months in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organizations.
7. Nominee's demonstration of the art and science of nursing.
8. Comments from administrator/colleagues regarding nominee's professional growth.
9. Nominee's evidence of continuing education.
10. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
11. Any additional relevant information.
12. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Team of the Year

This award recognizes a team of nurses licensed in the state of Mississippi that best exemplifies imparting of the art and science of team nursing leadership and practice in a clinic, hospital or office setting.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Name of Team being recognized.
3. List names of team members, credentials and years of experience as a Registered Nurse.
4. List names of team members and participation in professional organizations including any offices held.
5. Introductory Statement-Limit to 300 words.
6. Describe the purpose of the team, structure and process.
7. Describe the team members' ability to impart positive interpersonal communication skills.
8. Describe the team's impact on employee and patient outcomes through application of nursing knowledge and innovation and evidence-based practice.
9. Describe how the team progresses through different stages of development.
10. Describe how the team leader moves the members from one stage of development to the next.
11. Describe the personal and professional growth of members as a result of the team project.
12. Describe three (3) exemplary examples as a result of the team outcomes.
13. Submit minimum of three (3) letters of support and comments from other nursing professionals.
14. Submit any additional, relevant information to demonstrate the ability of the team to accomplish the outcomes.
15. Include two (2) digital photographs of the team.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words) and complete all Application Information.

Note: Only one award will be given to represent the entire team.

School of Nursing of the Year
Associate Degree Nursing Program

Application Information

This award recognizes a school of nursing offering nursing education for entry into practice as a Registered Nurse.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Length of time school of nursing has been accredited.
3. History of the school of nursing.
4. Name of Director of School of Nursing.
5. Description of the school of nursing's most significant contribution to the nursing profession.
6. First-time passage rate on NCLEX-RN for past three (3) years.
7. Accreditation status of school of nursing.
8. Examples of two (2) activities of alumni association.
9. Examples of two (2) activities of student nurse association.
10. Examples of two (2) innovative methodologies in education and teaching students.
11. Graduation rate for past three (3) years.
12. Comments of student nurses and/or graduate nurses.
13. Comments of graduate nurses' employers.
14. Comments of faculty in school of nursing.
15. Any additional relevant information.
16. Two (2) digital photographs of the nominee (school signage and/or an exterior building shot will suffice).

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words) and complete all Application Information.

**School of Nursing of the Year
Baccalaureate Degree in Nursing**

Application Information

This award recognizes a school of nursing offering formal nursing education for entry into practice as a Registered Nurse.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following -- failure to include the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Length of time school of nursing has been accredited.
3. History of the school of nursing.
4. Name of Dean of School of Nursing.
5. Description of the school of nursing's most significant contribution to the nursing profession.
6. First-time passage rate NCLEX-RN for past three (3) years.
7. Accreditation status of school of nursing.
8. Examples of two (2) activities of alumni association.
9. Examples of two (2) activities of student nurse association.
10. Examples of two (2) innovative methodologies in education and teaching students.
11. Graduation rate for past three (3) years.
12. Comments of school of nursing graduates.
13. Comments of graduates nurses' employers.
14. Comments of faculty from school of nursing.
15. Any additional relevant information.
16. Two (2) digital photographs of the nominee (school signage and/or exterior building shot will suffice).

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words) and complete all Application Information.

Nurse Preceptor of the Year

Application Information

This award honors a Registered Nurse that best exemplifies imparting of the art and science of nursing to experienced or graduate nurses to increase their confidence, competence, retention and patient safety. In addition to being a role model of professional interactions, the preceptor serves as a leader, clinical expert, educator, and socialization agent for nurses.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following -- failure to include the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organizations.
7. General evaluation comments of Nominee's students.
8. Demonstration of Nominee's innovative leadership.
9. Comments of Nominee's faculty colleagues.
10. Nominee's significant accomplishments for School of Nursing.
11. Nominee's full vitae or resume (attach).
12. Three (3) letters of support from colleagues and/or employer-limit three (3) (attach).
13. Any additional relevant information.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Outstanding Community Achievement Award

Application Information

This award recognizes achievement of outstanding community service by a Registered Nurse.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 words.
6. Nominee's participation in professional organization.
7. Demonstration of Nominee's leadership in volunteer community activities.
8. Demonstration of significant accomplishment for the community by Nominee.
9. Demonstration of Nominee's use of nursing art and practice in community service.
10. Three (3) letters of support from colleagues and/or employer (attach).
11. Any additional relevant information.
12. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Nurse Innovator/Researcher of the Year

Application Information

This award honors a Registered Nurse who develops innovative programs and activities for patients and employer. This nurse has also led significant formal and informal nursing research or application of nursing research to improve outcomes through evidence-based practice, which has impacted healthcare or the community. *The program or project must be less than five years active.*

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Nominee Name.
3. Years licensed as a Registered Nurse.
4. Years in current position.
5. Introductory Statement-Limit to 300 Words.
6. Nominee's participation/leadership in professional organizations.
7. Description of Nominee's demonstrated research outcomes-formal or informal.
8. Nominee's ability to procure funding.
9. Description of Nominee's completed or ongoing research, within the last two (2) years.
10. Nominee's ability to lead/administer new project for enhancement in nursing care delivery.
11. Nominee's demonstration of collaboration with colleagues and other organizations.
12. Three (3) letters of support from colleagues and/or employer-Limit three (3) (attach).
13. Any additional relevant information.
14. One (1) digital professional headshot of the nominee.

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.

Hospital of the Year

Application Information

This award recognizes a hospital employer of Registered Nurses that demonstrates recognition of professional nursing and innovation in leadership.

In order to ensure you have submitted a complete application, please check to see that you have included/addressed each of the following – failure to include any of the requested information may result in the submission not being considered for nomination. Please limit packet to 25 pages or less.

1. Nomination cover sheet.
2. Length of time organization has been in business.
3. History of the organization.
4. Introductory statement – Limit to 300 words.
5. Description of the organization's most significant contribution to the healthcare industry and nursing profession.
6. Demonstration of support of RN participation in professional organization.
7. Demonstration of support of RN professional development.
8. Demonstration of RN recognition program within the organization.
9. Demonstration of RN participation in decision-making/management decisions.
10. Demonstration of community support for nursing.
11. Demonstration of leadership/management.
12. Turnover of RN staff.
13. Comments from RN staff and/or patients.
14. Any additional relevant information.
15. Two (2) digital photographs of the nominee (signage and/or an exterior building shot will suffice).

Remember: The deadline is **Friday, January 4, 2019**. Be sure to include the Nomination Cover Sheet, Introductory Statement (Limit this statement to 300 words), and complete all Application Information.