**ACADEMY OF FELLOWS INITIAL REVIEW CHECKLIST**

*This form is for use as a prescreening tool by staff prior to sending to the Fellows Selection Committee*

Name of Nominee:

|  |  |
| --- | --- |
| **TASK** | **COMPLETE** |
| Application submitted electronically to awards@nasn.org by midnight November 30. | **❑** |
| Petitioner is from one of these five categories: * Current member of the NASN Board of Directors
* Past member of the NASN Board of Directors
* NASN Fellow
* Past NASN Officer
* Current NASN Affiliate President

 *Members of the Fellows Selection Committee, current NASN officers, and current NASN employees may not submit a petition for nomination of a Fellow.* | **❑** |
| Nominee (including current or past NASN staff) has current and cumulative membership in NASN for at least five years. This is not required to be consecutive.  | **❑** |
| **Application is complete including:**  |
| Form 309-NASN Academy of Fellows Application (Not a PDF) | **❑** |
| Form 304-NASN Academy of Fellows Nominee Information Form (electronically signed) | **❑** |
| Candidate letter  | **❑** |
| Letter of Recommendation from Petitioner (1 page limit) | **❑** |
| Two letters of recommendation (1 page limit each) | **❑** |
| CV no longer than six pages | **❑** |