

## **Distinguished Service Award Guidelines/Suggestions**

- 1) When preparing the “tribute message”, please use **only** the space allowed—60 character spaces per line (including punctuation and spacing between words); 4 lines available. Words **cannot** be split between lines.
- 2) Avoid listing all of the honoree’s accomplishments. Include highlights on the certificate, and then mention the recipient’s many accomplishments during the presentation.
- 3) The best tribute messages are those that tell **why** the individual(s) are appreciated—the personality characteristics behind the honoree’s actions—such as, caring, generous, loving, kind, etc.
- 4) Type (or print clearly) the honoree’s name on the order form. This helps the General NMI Office avoid mistakes when interpreting unclear handwriting.
- 5) A DSA may be awarded to a couple (two names on one certificate) as long as only one tribute message is submitted.
- 6) If you would like an additional copy, the cost is \$25.00 for each additional certificate.
- 7) Avoid abbreviations (Example: ch. bd. for church board).
- 8) Avoid typing words in all capital letters (unless it is an acronym). Capital letters are difficult to read.
- 9) **Please allow the General NMI Office 4-6 weeks to process the request.** Often you will receive your certificate prior to 4-6 weeks; however, the time required for processing depends on how many other certificates are being processed at the same time.
- 10) Please remember that a Distinguished Service Award is meant to be presented to someone who is living. In order to honor a deceased individual, please order a Memorial Roll.

### **Reasons for Presentation—Examples:**

- 1) For your years of faithful service in our church.
- 2) In grateful appreciation for your dedication, sacrifice, and service.
- 3) With thankfulness for years of love, care, and dedicated leadership.
- 4) For three decades of service, advancing the kingdom of God around the world.
- 5) For 15 years of visionary leadership as NMI president.

### **DSA Permanent Text:**

(Italics denote information that changes from one Distinguished Service Award to another).

*“Name Church of the Nazarene takes pleasure in presenting this certificate to John and Jane Doe”*