

# Accepting an Award

## Tip Card Sheet

### ACCEPTING AN AWARD



#### **Preparation**

- Find out acceptable length of remarks
- Write out key thoughts
- Memorize opening and closing words
- Practice

*The following are elements to consider:*

#### **Gratitude**

- Thank one or two people who played key role
- If others were helpful, reference as a group and acknowledge each one personally later

#### **Recognize Who Nominated You**

Here's often an opportunity for a short story

#### **Recognize the Organization Giving the Award**

- Show your appreciation
- Honor the group

#### **Share Connection to the Organization**

1. When did you first learn of the group?
2. What is your history with the group?
3. Who invited you to the group or to get involved?
4. Mention a significant goal of organization
5. Note key people or events

#### **Why You?**

Why are you receiving this award?

#### **Add Humor**

If you are comfortable with humor here are three ideas:

- short humorous anecdote
- clever definition or acronym
- humorous mantra that helped you succeed

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