**2021 Mentor of the Year Award
Guidelines**

The Institute of Certified Records Managers (ICRM) established the Mentor of the Year Award at their Spring Board Meeting in April 2011. [The award](https://www.icrm.org/awards) was originally created to recognize Alan Andolsen, for his contributions to the ICRM through mentoring.

Qualifications for this award shall be as follows:

A Certified Records Manager (CRM) in good standing who has contributed significantly to mentoring on behalf of ICRM.  Individuals may nominate themselves, be nominated by an ICRM member or non-member (i.e. President of an ARMA Chapter or employer), and meet the following eligibility requirements:

1. Involved in individual mentoring and coaching over a longer than one-year period and have impacted more than one individual
2. Not a previous winner of the ICRM “Mentor of the Year Award”
3. Former Board members are eligible two years after their departure from the Board

The ICRM may take other relevant information into account.

The award will be presented at the ICRM Virtual Annual Business Meeting on Friday, December 3.

Please complete the nomination form and provide a professional photo of the nominee (300 dpi JPG). Testimonials on how the nominee specifically assisted the mentee(s) in their quest to be certified are encouraged, but not required. Submissions must be completed by **Friday,** **September 17, 2021** (close of business day EST) to the Chairman of the ICRM Board of Regents and Awards & Nominations Committee.

Paula Sutton, CRM, IGP, FAI

Chair, ICRM Board of Regents

admin@icrm.org





**Mentor of the Year Award
Nomination Form**

Nominee’s Name:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Email Address:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Phone:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Number of years nominee has been a CRM/CRA Mentor:\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Total number of CRM/CRA Candidates who have been assisted by nominee (if known):\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Specific mentoring activities of nominee:

Promotional activities nominee has launched (if applicable):

Characteristics or qualities of the nominee that make this person a good mentor:

Any other relevant information about the nominee:

Nominator’s Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_Nominator’s Email:\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**\*\*In addition to this form, please provide:**

1. Professional photo (300 dpi) JPG
2. Testimonials from those who have been mentored by the nominee *(Optional)*

**Submit materials to** **admin@icrm.org** **by Friday, September 17, 2021**