



**2008 Motorcycle Safety Foundation Awards**  
**CHECKLIST FOR SUBMITTING A NOMINATION**

**Deadline for submission is Thursday, April 30, 2009**

MSF welcomes your nomination and time in preparing your submission for the evaluation committee. In order for the award evaluation committee to make a quality assessment of your nomination, you must provide complete information.

**Step 1: Award Nomination Form**

- Complete the 2008 Award Nomination Form. Use a separate nomination form for each award.

**Step 2: Nomination Support Material**

- Submit the requested criteria for each nomination. (The criteria for each award is listed on the Call for Nominations file.)
- Attach all supporting documentation. (i.e. photographs, publications and any other documents that support your nomination.)
- If this is an Outstanding State Program Award nomination, please use the additional form "Criteria for Outstanding State Program Award."

**Step 3: When all the paperwork is fully completed:**

- Option 1:* Mail to: Motorcycle Safety Foundation, Attn: Laurie Longville, 2 Jenner, Suite 150, Irvine, CA 92618.
- Option 2:* Email to: [llongville@msf-usa.org](mailto:llongville@msf-usa.org)
- Option 3:* Fax the documents to: 949.727.4217, Attention: Laurie Longville