NOMINATION CHECKLIST

When submitting a nomination for the Catalyst Award, please ensure all the following items are included in the nomination package. **Incomplete nominations will not be considered.**

**In Advance**

- **2022 Catalyst Award Eligibility Worksheet**
  - Have you completed the worksheet and determined that your initiative is eligible in the current Award cycle?

- **Nomination Fee Invoice Request**
  - If you require a nomination fee invoice, have you notified us at catalystaward@catalyst.org in advance of the nomination deadline of May 21, 2021?

**To Submit**

- **2022 Catalyst Award Application Form**
  - Have you answered all questions in every section?
  - Have you completed the 2022 Catalyst Award Workforce Metrics Tables?
  - Has the acknowledgement on the application been signed?

- **2022 Catalyst Award CEO Attendance Verification Form OR Managing Partner Verification Form**
  - Has the applicable form been completed in its entirety?
  - Is the form signed by the Global CEO or Managing Partner?

- **2022 Catalyst Award Nomination Fee Form and Nomination Fee**
  - Is the form completed in its entirety?
  - Is the nomination fee payment included, or has an invoice request been submitted *in advance of the nomination deadline* to catalystaward@catalyst.org?

If you have questions regarding whether your organization’s initiative is eligible in the current Award cycle or questions regarding other nomination requirements or forms, please contact us at catalystaward@catalyst.org.