



## NOMINATION GUIDELINES

### Who are Women of Distinction?

The Women of Distinction Awards were established to recognize women who are not only model citizens, but also:

- Outstanding achievers who have made a unique and exemplary contribution to the development of others and to their community.
- Pioneers who inspire us through their creativity, leadership, compassion and dedication.
- Role Models and advocates who use their talents, vision and determination to make the world a better place.

### General Information

- Nominees for the Women of Distinction Awards must be 18 years of age and residents of Winnipeg and specific boundaries. Boundaries are *South to the Canada-US border; North to the 53<sup>rd</sup>, East to the Manitoba-Ontario border; West to Portage La Prairie.*
  - Note: Boundary and Age guidelines vary for the Awards of Promise. Please consult the application form.
- Any individual (male or female), group or organization may act as nominator.
- Incomplete submissions will be returned.
- Nomination Packages must be received by the deadline date.
- Previous nominees may be re-nominated.
- Past award recipients may be re-nominated in a different category.
- Nominees may only be nominated in one category each year.
- There are no provisions for posthumous nominations.

### Award Categories

The Women of Distinction Awards recognize women from a vast spectrum of backgrounds. Please review the category descriptions to decide which best suits the strengths of your nominee.

Note that 3 separate forms are available:

- **Women of Distinction** (10 Categories)
- **Awards of Promise** (*Gerrie Hammond Memorial and Prairie*)
- **The Eira "Babs" Friesen Lifetime Achievement Award** (administered by the Manitoba Women's Advisory Council).

### **Statement of Nomination**

The completed Nomination Package is what the Selection Committee uses to make its decisions for the recipients of the Awards. Therefore it is critical that each Nominee's accomplishments and contributions are explained with as much impactful information as possible. Some suggestions for consideration when completing your submission:

- We encourage you to work with colleagues, peers, family members and friends when putting a submission together.
- Based on the experience of past Nominators, we know that it takes a significant amount of time to complete a Nomination Package. We suggest that you give yourself ample time to gather information and put the necessary thought into preparing a submission that reflects your Nominee's strengths, achievements and contributions. Leaving this until "the last minute" could cause you to miss some very valuable information.
- Interview your Nominee – ask them each of the questions as listed on the Nomination form and use their answers to form the Statement of Nomination. Be as thorough and factual as possible.
- Do not exceed one page per question. Excess pages may be removed and not considered by the Selection Committee. Please use 12 point font.
- Provide specific examples of the Nominee's achievements and contributions that demonstrate the impact they have had on their areas of endeavour, as a role model for others and within their community. Brief examples of comments follow:
  - **Instead of stating** "Mary has been a wonderful role model for women in our organization."  
**show the impact** i.e. "Mary has been an inspirational leader within our organization and under her guidance and with her support and encouragement, over 25 women have completed a training program that has enabled them to move into leadership roles. They have seen the value of education and their own personal development because of Mary's influence."
  - **Instead of stating** "Mary has contributed significantly to our community"  
**show the impact** i.e. "Mary has played an instrumental role in ensuring our neighbourhood is safe. She started the Community-based Safe Neighbourhood Program, enlisted over 50 volunteers and obtained over \$10,000 funding to ensure there were programs available for our children and youth."

**\* Note: these are very brief examples and should only be used as such. Nominators should ensure that all of the Nominee's achievements and contributions reflect the impact she has had.**

- Have your Nominee review your draft submission and then "sleep on it". Once you have both had time to reflect, there may be additional information that you both may want to include in order to strengthen the nomination.

### **Letters of Support**

Please provide 2 letters of support. This is your opportunity to provide the Selection Committee with additional information not otherwise contained in the Statement of Nomination.

- Letters of Support should not come from the nominator.
- Provide those individuals who are writing letters of support with a copy of the Nomination Form and your Statement of Nomination so they can use them as a frame of reference when preparing their letters. Have the supporters cover specific points that are raised in the Statement of Nomination, but target different qualities you wish to highlight.
- Letters of Support should be reviewed for accuracy and to ensure you feel they strengthen the nomination.
- Letters should be professionally formatted and easy to read. Please use 12 point font.
- Letters must not exceed two pages.

### **Resume**

Include a resume outlining the nominee's background, organizational involvement, volunteer activities, education, awards, recognitions and other achievements.

- Resumes cannot exceed 3 pages
- *Circle of Inspiration* – a resume is not required for this group award
- *Awards of Promise* – please include an Official Transcript as opposed to a resume

### **Nomination Package**

The complete nomination package must:

- Be typed or printed on white 8 1/2" X 11" paper.
- Submissions are to be single-sided to allow for photocopying.
- Please do not use staples – use paper clips only.
- Include a digital photograph (675x900 pixels) for publication and introductory purposes. The photo should be a head-and-shoulders shot that is recent.
- Retain a copy of the Nomination Form and any supporting materials for future reference and possible re-submission.
- All nominees must review the complete nomination package for accuracy and thoroughness before signing the nomination form.
- Do not send video tapes, portfolios, press clippings, or photographs – they will not be considered by the Selection committee.

### **Check list**

Please ensure your nomination package includes:

- ✓ Completed nomination form, including category selection
- ✓ Nominator's signature
- ✓ Nominee's signature
- ✓ Full contact information for Nominee and Nominator(s) – mailing address, all telephone numbers, email addresses
- ✓ Statement of Nomination
- ✓ Digital Photograph –(may be emailed directly to the Event Coordinator)
- ✓ 2 letters of support
- ✓ Nominee's Resume/Official Transcript

### **Selection Process**

An independent Selection Committee comprised of a diverse group of women will review and evaluate nomination submissions. Their decision will be based solely on the information provided in the Nomination Package.

### **Awards of Promise & Lifetime Achievement**

Please note that the criteria for *the Gerrie Hammond Memorial Award of Promise*, the *Prairie Award of Promise* and the *Eira "Babs" Friesen Lifetime Achievement Award* vary slightly. Please review the nomination form for these awards.

### **I've Submitted a Nomination | What's Next?**

Nominators and Nominees will be contacted in the weeks following the close of the Call for Nominations, to confirm if the nominee has met the criteria and will be put forward as an official nominee.

Recipients of the awards are kept confidential, and will be announced at the Women of Distinction Awards dinner at the Winnipeg Convention Centre.

*Thank you for taking the time to nominate an inspiring woman!*  
*If you have any question please call the Event Coordinator at 831.2975 or email*  
[mmarqinet@ymcaywca.mb.ca](mailto:mmarqinet@ymcaywca.mb.ca).