



Women of Distinction 2023 Nomination Packet

Thank you for your interest in nominating a Women of Distinction. Please review all documents prior to submitting. Documents include:

1. Nomination Guidelines
2. FAQ's
3. Exhibit 1
4. Exhibit 2

Nomination Guidelines:

1. Please get the approval of your Nominee prior to submitting her nomination.
2. The Nominee may not be a previous recipient. See the full list of recipients at www.altonywca.com
3. The Nominee may not currently be running as candidate for elective public office.
4. The selection committee will evaluate applications based on some of the following criteria:
 - a. How the Nominee gives back to the community through her time, talent, mentoring and resources.
 - b. How the Nominee demonstrates a commitment to the YWCA mission of eliminating racism and empowering women.
 - c. How the Nominee works for positive social change that helps improve her community, including advocating for policies and practices, changing attitudes, and taking action.
 - d. How the Nominee has created a program that positively impacts family, which could be in the areas of health, safety and/or economic stability or development.

Community Service

Scope: How has the Nominee given back to the community through her time, talent, or resources?

Community service in a **wide variety** of volunteer activities outside any required by employment or family. This includes but should not be limited to not-for-profit organizations, school/educational groups, religious organizations, service clubs, sports affiliates such as little league, volunteer coaching, etc. Extra consideration should be given *those activities that support and foster the empowerment of women and diversity*.

Longevity: Period of time involved in selected activities (e.g., total involvement in a major project important in the community) might exclude the possibility of a wide variety of other volunteer activities.

YWCA Mission:

- How has the Nominee shown that she actively supports the YWCA mission of eliminating racism and empowering women with her community service?
- How has she worked to make her community more inclusive and equitable?
- How has she proactively strengthened policies, practices, attitudes and/or actions that are creating equity for everyone?
- How is she involved in women's issues, specifically those that improve women's and girls' economic status?

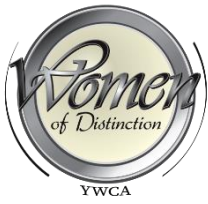
Fostering the growth and development of women and girls:

How has the Nominee influenced the lives of other women and girls?

- How does she mentor and to what level?
- How has she helped women and girls achieve their goals?
- Is she a role model in her profession or volunteer capacity?
- How has the Nominee broken down any barriers for present or future generations?

Creating a Program that positively impacts families:

- How has the Nominee made a positive impact on families in the areas of health, safety, and/or economic stability or addressed health care disparities?
5. The Nominee must live, work or volunteer in Madison or Jersey County.
 6. You may include two to three letters of support (no more than one may be from an immediate family member). Please be clear and concise. *Please do not include the Nominee's name in the letter.*
 7. Please do not submit any additional materials other than those requested (Exhibit 1 and 2).
 8. *Please do not include the Nominee's name on Exhibit 1 and 2.*
 9. Nomination formatting notes:
 - a. Handwritten materials and faxes will not be accepted. If you need help typing the application, please contact YWCA.
 - b. Please do not include binders, laminations or paperclips in the application. Staples are allowable.
 - c. Additional sheets may be attached if the space provided is not sufficient.
 10. Submit the nomination packet (Exhibits 1 and 2 along with any letters of support) to the YWCA by **5:00 pm on Friday, February 24, 2023**, via email to info@ywcaswil.org, or drop off a printed copy at 304 East Third Street, Alton IL 62002. If mailed, the packet must be postmarked no later than **5:00 pm on Friday, February 24, 2023. NO EXCEPTIONS TO THESE DEADLINES WILL BE MADE.**
 11. All Nominees will be notified no later than **March 13, 2022** of the selection committee's decision.



FAQ's

1. Can I nominate my partner/spouse if she is my business partner?
Yes, you may nominate your partner/spouse even if you are in business together.
2. Can I nominate someone who was previously nominated?
Yes, if they were not selected as a recipient. Previous recipients are listed at www.altonywca.com.
3. Can I nominate myself?
Yes
4. When is the deadline?
*Applications must be submitted, or postmarked, by **5pm Friday, February 24, 2023**. No late applications will be accepted.*
5. Should I include the Nominee's resume or articles written by or about the Nominee?
*No, the information on the application (Exhibit 2) is the only information the selection panel may consider. You may include two or three letters of support (no more than one may be from a family member). The letters of support should complement, but not repeat, information included in the nomination form. **The Nominee's name should not appear in the support letters!***
6. What does it mean to eliminate racism and empower women?
YWCA of Southwestern Illinois believes in creating equitable society for all.
 - *Eliminating racism means taking a look at policies, practices, attitudes and actions and creating and participating in activities that change these policies, attitudes and actions in order to produce equitable power, access to opportunities, and equitable treatment and outcomes for all.*
 - *Empowering women means enhancing a woman's ability to make strategic choices at all life phases, obtain the career of her choice, improving the economic situation of women individually and collectively, and altering existing power structures that previously denied or underutilized women's strengths.*
 - *The YWCA of Southwestern Illinois works towards these goals by advancing justice through race and gender equity programs that aim to eliminate racism, keep kids in school and close the leadership gap; increase economic opportunities for women and girls; and improve the health and safety of women and girls.*
7. How do I format the application?
There is no need to add color, borders or graphics to your nomination packet. If you wish, you may use bullet points to help the panel evaluate the nominations more effectively and help get your point across in a clear and concise manner. Please double side your materials if you are submitting a paper document. No binders, laminations or paperclips are needed. Also, please do not submit any additional information, resumes, articles, photos, etc.
8. Should I focus on the Nominee's volunteer work or paid work?
Both. While individuals can make significant contributions to the community in their paid position, the selection panel expects to read a significant amount of information about the Nominee's volunteer work.



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9. Why will the name of the supporter be removed from the support letter?
This rule was devised to ensure that the contents of each Nominee's recommendations are given priority, rather than the name recognition of the person completing the recommendations. We request contact information in case there is need for additional clarification.
 10. How long should the responses to the nomination questions be?
There is no limit. However, please be specific and give concrete examples. For example, state "she mentors three teenage students enrolled in school and serves on the board of ABC organization." This is more helpful than "Nancy is a wonderful woman who does so much for her community. She thinks of others before herself and is a shining example to everyone."
 11. How do I submit my nomination?
Via email at info@ywcaswil.org, via mail or a paper copy to 304 E. Third Street, Alton IL 62002. All documents must be received by **Friday, February 24, 2022**. If mailing, the document must be postmarked on or before **5pm on Friday, February 24, 2022**.
 12. Who may I contact if I have questions?
Dorothy Hummel, YWCA Southwestern Illinois Executive Director, execdirector@ywcaswil.org, 618-465-7774.



Exhibit 1

2023 Woman of Distinction Nomination Form

I/We wish to nominate the woman listed below as a 2023 Woman of Distinction.

NOMINEE INFORMATION

Name: _____

Address _____

Telephone: _____ (Day) _____

Email: _____

WOMEN OF DISTINCTION Event Dates:

- **Friday, February 24, 2023 Nominations Closed** (*postmark deadline 5:00 pm*)
- **Monday, March 13, 2023** All Nominees will be notified of outcome no later than this date.
- **Thursday, March 23, 2023** Media Day (Event starts at the Big Z radio station in Alton 10:00 am followed by lunch at YWCA)
- **Thursday, April 13, 2023 Women of Distinction Mixer, (all WOD Academy members are invited) location tbd 5 pm -8 pm**
- **Thursday May 4, 2023 Women of Distinction Dinner 6:00 p.m Julia's Banquet Center in East Alton**

NOTE: YOUR NOMINEE MUST BE PRESENT FOR THE AWARDS BANQUET ON THURSDAY, MAY 4, 2023 AND IS STRONGLY ENCOURAGED TO BE PRESENT FOR MEDIA DAY ON March 23, 2023

NOMINATOR INFORMATION (Individual or Group)

Name/Organization: _____

Address: _____

Telephone: Day _____ Evening _____

Email: _____

Nomination Deadline –

Submit an electronic copy of the nomination w/ Application Form to info@ywcaswil.org or submit a paper copy at 304 E. Third Street, Alton, IL 62002 or via regular mail **must be postmarked on or before 5:00 pm Friday, February 24, 2023**



Exhibit 2

Application Form

Applicant # _____

Please do not write above this line.

Nomination Questions

Please share the following information about your Nominee: ***You may have your Nominee or someone else complete the form.***

DO NOT INCLUDE THE NOMINEES NAME IN THE APPLICATION

Fully explain why you think she should be selected as one of the Women of Distinction Honorees. Avoid phrases such as “contributions too numerous to mention” or “her many attributes.” Instead, **tell us exactly what those contributions or attributes are in detail.**

1. Share with us how she gives back to the community through her time, talent, mentoring and resources.

2. Share with specific examples of how she has demonstrated a specific commitment to the YWCA mission of empowering women and girls.

