



**YMCA-WYCA**  
**WOMEN OF**  
**DISTINCTION**  
**AWARDS**

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We build strong kids,  
strong families,  
strong communities.

## Tips and Hints for Nominators

### 1. Who is a woman of distinction?

A Woman of Distinction is:

- a role model
- an advocate for women
- a pioneering spirit
- committed to her community
- an outstanding achiever

Nomination Criteria includes:

- Nominee must be at least 18 years of age as of January 1, 2010
- Nominee must be a resident of Winnipeg and the surrounding area for the past year (boundaries are South to the Canada – USA border, East to the Manitoba-Ontario border, North to the 53<sup>rd</sup> parallel, West to Portage la Prairie)
- Nominee and nominator may not be current Women of Distinction volunteers
- Nominations have no posthumous provision
- Nominations have no group provisions

### 2. Nomination Submission

The completed Nomination Package is what the Selection Committee uses to make its decisions for the recipients of the Awards in the various categories. 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 follow:

- 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 her each of the questions as listed on the Nomination form and use her answers to form the Statement of Nomination. The Statement of Nomination should follow the headings (questions a, b, c and d, as applicable) on the nomination form

- Draw out your Nominee’s exceptional nature; be thorough and factual. Provide specific examples of the Nominee’s achievements and contributions as well as the impact that she has had in the category in which she is nominated, in her community, and as a role model for other women. (see examples of comments below)
- 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.
- Include letters of support for your Nominee. They are your opportunity to provide the Selection Committee with additional information not otherwise contained in the Statement of Nomination. Provide supporters 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 of support. Have the supporters cover specific points that are raised in the Statement of Nomination, but target different qualities you wish to highlight.
- Review the letters of support before submitting. In the event you feel that all letters state the same information or do not contain enough information about the accomplishments and contributions of your Nominee, ask supporters for additional or different information in order to strengthen your submission.
- Brief examples of comments\*:
  - 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.*

#### Additional important information

- Complete and sign the Nomination Form (last page). Don’t forget to include all of your phone numbers.
- Include an up-to-date resume or equivalent from the Nominee - 3 pages maximum.
- Include a short biography (80 to 120 words) of your Nominee. This will be helpful for the précis writing for the Souvenir Program. All of the biographies will be reviewed and may be edited.
- Two letters of support should be submitted. Letters should refer to your Nominee by name, refer to the YMCA-YWCA Women of Distinction awards and to the accomplishments and contributions of your Nominee. Letters of support should not come from the Nominator.

### 3. Nomination Package:

- All submissions are requested to be typed or printed on white 8 1/2" X 11" paper. Do not exceed one sheet of paper per question. Submissions are to be single-sided in order to be photocopied for the Selection Committee's review and deliberations.
- Please do not use staples – use paper clips only.
- Retain a copy of the Nomination Form and any supporting materials for future reference and possible re-submission
- Include a recent head and shoulders photo of your Nominee – preferably digital format, (for digital TIF format 675 x 900 pixels) on CD or diskette. This photo will be used in the Souvenir Program.
- Do not send video tapes, portfolios, press clippings, or photographs – they will not be considered by the Selection committee.
- Any individual, (man or woman), group or organization may act as nominators.
- Incomplete submissions will be returned.
- All Nominations packages must be received by 10:30 P.M., February 1st, 2010, to the YMCA-YWCA of Winnipeg, 3550 Portage Avenue, Winnipeg, Manitoba R3K 0Z8. Nomination packages should be marked "Women of Distinction".

### 4. Check list

Please ensure your nomination package includes:

- Completed nomination form
- Statement of nomination
- Nominator's signature
- Nominee's signature
- Full contact information for Nominee and Nominator(s) – mailing address, all telephone numbers, email addresses
- Category selected
- Photograph
- 2 letters of support
- Nominee's resume (maximum 3 pages)
- Short biography (80 – 120 words)

*Recipients will be announced at the Women of Distinction Awards dinner on April 28, 2010 at the Winnipeg Convention Centre.*

*Thank you for taking the time to nominate an outstanding woman. If you have any question please call the Event Coordinator at 831.2974 or by email to [cwinston@ymcaywca.mb.ca](mailto:cwinston@ymcaywca.mb.ca).*