

PETOSKEY REGIONAL CHAMBER OF COMMERCE

ATHENA AWARD NOMINATION FORM:

Instructions

The ATHENA Award Program celebrates the potential of all women as valued members and leaders of the community and recognizes those who support them. The ATHENA Award honors individuals who strive toward the highest levels of professional accomplishment ... women and men who excel in their chosen field, have devoted time and energy to their community in a meaningful way, and who also open paths so that others may follow. The committee welcomes and encourages resubmissions of any past nominations for consideration during the current year.

THE CRITERIA

ATHENA recipients must meet each of three specific criteria.

Demonstrate excellence, creativity, and initiative in their business or profession;

Provide valuable service by devoting time and energy to improve the quality of life for others in the community;

Assist women in reaching on their full leadership potential.

COMPLETING THE FORM

Nominations for the ATHENA Award must be submitted using this nomination form. Form must be typed or printed clearly.

One additional sheet may be added to this form, and a resume may be submitted.

"Scrapbooks" or other separate supporting documents should not accompany the form. These materials will not be considered during the selection committee deliberations.

Please review the nomination form carefully to ensure that comprehensive, quantitative information is supplied which demonstrates the involvement, achievement, and leadership accomplishments of your nominee. The more complete the information provided, the more useful this form will be for those who judge this important award.

THE PROCESS

A Selection Committee of prominent community leaders will review all nomination forms and select the ATHENA Award recipient.

The ATHENA Award recipient will be announced during the Breakfast for Champions, December 10, 2019 at the Odawa Casino & Resort - Ovation Hall in Petoskey.

RETURN COMPLETED FORM TO: Petoskey Regional Chamber of Commerce
401 E. Mitchell, Petoskey, MI 49770
Fax. 231-348-1810 or
lisa@petoskeychamber.com

SUBMISSION DEADLINE: November 19, 2019

THE
PETOSKEY CHAMBER

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Today's Date _____

NOMINEE:

Name Jane or John Doe/where they work

Title or Position their title

Business Address _____ address of their business if applicable, if not home address

City _____ State _____ Zip Code _____

Business Phone _____ Home Phone _____

NOMINATOR:

Signature of Nominator _____

Printed Name of Nominator your name

Company Name your company Phone your phone

Please complete the following information:

BUSINESS ACCOMPLISHMENTS:

List special recognitions, projects, and achievements. Include business-related affiliations, directorships, trusteeships or other designations.

This section should be in essay or narrative format, not a listing. Make the case for your applicant's leadership in business, excellence, creativity and initiative. This is the first of three critical criteria for this award.

Tell your applicant's story, citing their education, background, history in their chosen profession, professional success and success of business.

Tell about the awards they have received, and what business organizations, service clubs, boards, etc. that they are involved in.

This section can be three paragraphs, around 350 words.



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COMMUNITY SERVICE:

Describe local, county, and state level participation, length of service and offices held in civic and service organizations, charitable activities, political pursuits, religious groups, chambers of commerce, merchants' associations, etc.

This section is also a key in the criteria - how the nominee gives back to the community.

This can be a list of all of the positions, years, length of service offices held in their support of nonprofit organizations, membership organizations, charitable activities, work with their church, chamber, service clubs. For example:

Member of Rotary International 2001-2020

Board member 2004-2008

President of board 2007-2008

Finance Committee 2005-2007

Executive Committee 2006-2008

Chamber of Commerce member - 2000-2020

Membership Committee - 2005-2007

Board - 2008-2014

Chair - 2013-2014

(List all chambers separately - i.e. Petoskey, Charlevoix, Harbor Springs, etc.)

Contributes financially to: List organizations

(And yes, service and memberships were in the narrative in section one, and that is okay to repeat here)



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ASSISTS WOMEN IN REACHING THEIR FULL LEADERSHIP POTENTIAL:

Provide specific examples of how the nominee has demonstrated support for the advancement and leadership development of business and professional women.

This is an essay or narrative portion again. This is again one of the 3 important criteria - support for the advancement and leadership development of professional women.

Try to provide the nominee's philosophy about supporting and encouraging the advancement of women in the workplace and in the community.

Talk about how nominee understands the pressures on women having a professional career and a family. Talk about how she/he directly mentors her/his women employees, supports their advancement and education and professional development, and spends personal time, energy and expertise to encourage growth and success. Talk about how she/he supports the education and advancement of young women and students.

Get a testimonial from an employee or provide your own.

350 words

OTHER MEMBERSHIPS, ACHIEVEMENTS, AWARDS, PUBLICATIONS:

Nominees may already have been honored for service to their profession, industry or community. They also may have publications to their credit or articles published supporting their service to their profession, industry or community. Please list awards and honors received which support this nomination:

This is where you can list the awards that the nominee has received - for service to the community and/or for their excellence in their chosen profession.

For example:

Received the Chamber Entrepreneur of the Year award, 2011

Received the Tribute Award in 2013

Received the Associate of the Year award with a business association or membership organization.

(and yes, you have put some of this in the narrative for section one, and that is okay to repeat in more detail here)



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ADDITIONAL INFORMATION PERTAINING TO CRITERIA:

Discuss briefly any additional factors you feel are important for consideration of your nominee for the ATHENA Award.

Here is where you can make your case that your nominee deserves the Athena Award. Write about how she/he showed leadership in their profession.

Paragraph about what motivates or drives them to success and support

Paragraph about their philosophy on giving back and supporting the quality of life in the community.

Paragraph about their virtues, professional values, and why they believe in supporting women.

And don't be afraid to make your case in the final paragraph specifically stating that the nominee is a role model, and reflects the criteria of excellence, creativity, accomplishment, leadership and support for women and is deserving to be an Athena Award recipient.

(350 words)

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EXTRA PAGE FOR OVERFLOW INFORMATION