



Bozeman Business and Professional Women

*Representing the Bozeman Area Business & Professional Women's
Community Since 1930*

INSTRUCTIONS FOR COMPLETING NOMINATION FORM FOR BOZEMAN BUSINESS AND PROFESSIONAL WOMEN “WOMAN OF ACHIEVEMENT AWARD”

General Information

The Nomination Form is offered as a guideline for the type of information that will be needed by the judges of the Woman of Achievement competition. If you prefer, you may type your nominee information on a separate sheet(s) of paper; however, the information you provide should be presented in the order that is outlined on the Nomination Form.

Keep in mind that the judges will only have the material you provide them on which to base their decision. It is to your nominee's advantage to obtain as much information as you can. You can do this by formally interviewing your nominee, talking to the nominee to gather information without her knowledge of your nomination intent, or actively involving your nominee in compiling detailed information. Copies of newspaper clippings, commendations, and up to three letters verifying works or expressing appreciation for contributions may be included with your submission.

Eligibility

- Nominee must be a resident of the State of Montana.
- Nominee's service must have been performed for reasons other than strictly self advancement.
- Nominations are **not** restricted to BBPW members only.

- Nominee must be willing to be present to accept the award at the Honors Program, an evening event normally held during the month of April. Since this type of honor is very meaningful to nominees, your participation in that event would be appreciated as well.

Form Items

1. Nominee Name – Fill in the name and contact information for your nominee.
2. Nominator’s Name – Fill in your name and contact information.
3. Biographical Sketch – Provide a brief biographical sketch of your nominee. Her home life, background and leisure time activities can present additional insight into her being a woman worthy of note.
4. Nominee’s Current and Previous Occupations – The position, business or profession in which she is presently engaged and pertinent positions, businesses or professions in which she was formerly engaged.
5. Educational Background – Provide a summary of your nominee’s education background, including special training and educational commendations.
6. Organizations – Include information on other organizations that she has supported, including any officer positions that she held in any those groups.
7. Outstanding Achievements and Areas of Service – The intent of this Award is to honor a Bozeman area/Gallatin Valley business or professional woman who has made an outstanding contribution within the last five (5) years while advancing the public interest. Therefore, it is important that something has been accomplished, some goals met, and real improvements have been made in our community, State, Country or even the World. What evidence is there that your nominee is worthy of this award? Was a special project carried through because of her efforts? Were special honors bestowed on her for her contributions? Consider her contributions in some of the following areas relevant to women: (a) Extending opportunities to women through education and/or training; (b) Elevating the standards for women in business and professions; (c) Advancing women’s roles in business and professions; and/or (d) Working for women’s issues and causes.
8. Attachments/Letters – Submit up to three (3) supporting letters verifying your nominee’s works and/or appreciation for special contributions. Include any other attachments (such as copies of commendations or newspaper clippings).
9. Photo – Include a digital image in “jpeg” format or a 3”x5” glossy print suitable for publishing in the newspaper and on the Bozeman BPW Website.

Additional Information

Please include with your original packet of information an additional three copies that will be given to each of the judges. If you would like any of the materials returned to you, please indicate what you would like returned and those items will be returned following the presentation ceremony.

Please indicate your nominee's name at the top of each page you submit, including attachments.

Nomination Submission

All material must be submitted by March 15th of the calendar year in which you are nominating a candidate. Late submissions cannot be considered due to the short period of time between the deadline and award ceremony in April. Nominations may be sent to:

Bozeman Business and Professional Women
Attention: Honors Committee
P.O. Box 644
Bozeman, MT 59771

Thank you, Nominators

Thank you, Nominators, for your time in participating in Bozeman BPW's Woman of Achievement Award process. Without people like you taking the time to recognize the incredible women amongst us, others in our community would not be fully aware of how many great things have been, and continue to be, accomplished by women in our community.