



**INSTRUCTIONS FOR COMPLETING NOMINATION FORM
FOR
MONTANA FEDERATION OF BPW
“WOMAN OF ACHIEVEMENT AWARD”**

General: This entry blank is just a guideline. Your nominee information may be typed on a separate sheet(s) of paper.

Keep in mind that the judges have as their guide only 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. Newspaper clippings, printed copies of internet sites, commendations, and a limit of three letters verifying works, appreciation, etc. may be included with the submission.

ELIGIBILITY

- a. Nominee must be a resident of the State of Montana.
- b. Nominee's service must have been performed for reasons other than strictly self advancement.
- c. Nominations are not restricted to BPW members only.
- d. Nominee must be willing to be present to accept the award at the luncheon that will be held at Noon, February 28, 2007 at the Comfort Inn, Bozeman. Clearly this type of honor is very meaningful to the nominees and they would appreciate your participation in the luncheon as well.

1. **NOMINEE NAME:** Fill in the name and contact information for your nominee.
2. **YOUR NAME:** Fill in your name and contact information.
3. **NOMINEE'S OCCUPATION:**
 - a. The position, business or profession in which she is presently engaged in.
 - b. All positions, business and professions in which she was formerly engaged.
4. **AREAS OF SERVICE:** 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 please list your nominees contribution(s) in one or more of the following fields:
 - a. Elevating the standards for woman in business and the professions.
 - b. To promote the interest of business and professional women and extend opportunities through education, along the lines of industrial, scientific and vocational activities including literature and the arts.
 - c. To advance women's place in business and the professions by bringing about a spirit of cooperation.
 - d. To advance the cause of women through public service.
5. **BIOGRAPHICAL SKETCH:** Include a brief biographical sketch of your nominee. The home life, background and leisure time activities can present a true picture of the nominee as a woman worthy of note. Elaborate on her personal gifts of time and talents to lighten the lives of her fellow man.
6. **CLUBS & ORGANIZATIONS:** Include participation in all organizations she has worked for and helped with. Give not only the name of the organizations, but also the offices she has held (if any) and dates served.

7. **EDUCATIONAL BACKGROUND:** Provide a brief, but thorough, summary of your nominee's educational background, including special coursework or recognition.
8. **OUTSTANDING ACHIEVEMENTS:** No amount of joining, meeting, speaking, etc., really do much unless there is evidence that something has been accomplished, some goals met, some real improvement in the individual, the community, the State, the Country or even the World. What evidence is there that your nominee is worthy? Was some project carried through because of her? Were aims met? Were special honors bestowed?
9. **PHOTO:** Include with this packet a 3"x5" glossy print, preferably black and white (digital submissions are acceptable in high quality .tiff or .jpg, format for PC) suitable for newspaper publicity. Also include your original packet, plus three (3) copies that will be given to individual judges for consideration. If you would like any of the materials returned to you, please indicate what you want to have returned. It will be returned following the presentation ceremony.
10. **LETTERS:** No more than three (3) supporting letters verifying works, appreciation, etc.

ADDITIONAL INFORMATION:

- All materials must be submitted in their entirety, by **5 pm February 7, 2007**. Due to the short time period between this deadline and the award ceremony, late submissions cannot be considered. Please note your nominee's name on all pages and submission materials to ensure the materials can be contributed appropriately.
- As a note, remember to include newspaper clippings, copies of certificates received for outstanding service, or any other material you feel is pertinent to receiving this award.

Finally, thank you for your time in participating in the Bozeman BPW "Woman of Achievement Award". Without people like you, taking time to help us recognize the pillars among us, others would not be fully aware of the great things being accomplished by women of our community. Thank you.

Submit Nominations To:

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