



## Dear Nominator:

We look forward to receiving your Tribute to Women or Emerging Leader nomination. To help you organize information for the nomination form, we have provided some helpful information below including the awards criteria and nomination questions for your reference. Please keep in mind some important dates:

The Early Bird Deadline for nominations is December 8, 2017.

The Final Deadline for nominations is January 19, 2018.

## Steps to Nominate:

1. "Nominators," follow the [link](#) to nominate. You will be asked to provide your contact information and basic information about your Nominee and why you feel they should be considered for a YWCA Tribute to Women or Emerging Leader Award.
2. Your "Nominee" will then be notified that she is being considered for a YWCA Tribute to Women or Emerging Leader Award and will be prompted to complete her nomination form by providing more information about her role, responsibilities and achievements. **Nominees have until February 1, 2018 to complete their nomination.**

## Criteria for Tribute to Women Category

### Nominating Organization Requirements

- Organization must have a presence in Silicon Valley;
- Only one individual per team/division/business unit may be submitted for consideration; up to four women per organization, per year may be chosen.

### Nominator Requirements

- Nominator must be the highest-ranking leader of the team, division, business unit, or organization/company;
- A board member or equivalent may nominate a CEO.

### Tribute to Women Nominee Criteria

- Employment: Employed by the nominating organization for one year at the time of nomination;
- Position: Performs in a leadership role (project, team, department, division, organization);

Leadership and Impact: Nominees will be evaluated on their leadership and impact within their organization, industry, as well as their communities.

### Overview of Questions for Tribute to Women Nomination

Nominator portion:

Who are you nominating to receive a Tribute to Women Award/Emerging Leader Award?

Name:

Title:

Email:

Please share with us a brief statement on why you are nominating this person for YWCA's Tribute to Women Awards. Please describe nominee's impact on the company and feel free to include both workplace success and community success (300 words or less)

Nominee Portion:

Describe your current role and responsibilities (300 words or less):

How many years have you been in your career field?

Please provide a statement of achievement that highlights your career impact (300 words or less):

Please describe any awards/affiliations/volunteer work/other accolades:

### **Criteria for Emerging Leader Category**

#### Nominating Organization Requirements

- Organization must have a presence in Silicon Valley;
- One individual per team/division/business unit may be submitted for consideration; only one emerging leader will be chosen per organization, per year.

#### Nominator Requirements

- Nominator must be the highest-ranking leader of the team, division, business unit or organization/company.

#### Emerging Leader Nominee Criteria

- Less than five years in profession (early in career);
- Nominee works primarily in Silicon Valley;

- Nominee shows leadership capabilities and/or innovation.

#### Overview of Questions for Tribute to Women Nomination

Nominator portion:

Who are you nominating to receive a Tribute to Women Award/Emerging Leader Award?

Name:

Title:

Email:

Please share with us a brief statement on why you are nominating this person for YWCA's Tribute to Women Awards. Please describe nominee's impact on the company and feel free to include both workplace success and community success (300 words or less.)

Nominee Portion:

Describe your current role and responsibilities (300 words or less):

How many years have you been in your career field?

Describe how you have grown in your career and have demonstrated increasing responsibilities within the organization (300 words or less):

Please describe any awards/affiliations/volunteer work/other accolades: