####

#### 2017 ATHENA Award NOMINATION APPLICATION

#### LOGO.jpgAbout the award:

The ATHENA Award actively supports and celebrates the ATHENA mission of supporting, developing and honoring women leaders, inspiring women to achieve their full potential—creating balance in leadership worldwide. The ATHENA Award honors individuals who strive toward the highest levels of personal and professional accomplishment, who excel in their chosen field, devote time and energy to their community in a meaningful way, and forge paths of leadership for other women to follow.

## The criteria:

## ATHENA Recipients must meet each of the following three criteria:

## • Demonstrate excellence, creativity and initiative in their business or profession.

## • Provide valuable service to improve the quality of life for others in their community.

## • Assist women in reaching their full leadership potential.

## The process:

Nominators must fill out the attached Nomination Form. This form is all that is used in the selection process. The ATHENA Award Committee will review all applications to ensure that they are complete and that all nominees meet the ATHENA criteria.

A selection panel of community leaders will review the applications of the finalists to select the ATHENA Award Recipient. Our selection committee is asked to keep any and all outside knowledge of the nominee out of their consideration. Therefore this nomination packet should include and and all information you think the selection committee will need to select a recipient.

## Completing the nomination application:

**SUBMISSION
DUE DATE:**

Monday

**11.14.2016**

**The ATHENA Award Recipient will be announced at the**

**ATHENA AWARD CELEBRATION:**

 Tuesday

**March 14, 2017**

5 pm - 8pm

**The Madison Concourse Hotel**

1 W. Dayton Street

*Nominee must be present at the event.*

**Return completed form and required photo either email or mail.**

**Email:**  tbf@thebusinessforum.org

**Mail:**

The Business Forum

PO Box 8532

Madison, WI 53078

• Nominations for the ATHENA Award must be submitted using the enclosed nomination application. The form must be typed and we request that you select **Calibri** as the style font in **size 12**.

• All information should be included in the space provided on the form so that this **entire document does not exceed five (5) pages**. A resume may be included as an attachment, but any other supporting documents should not accompany the application and will not be considered during the selection process.

• You are encouraged to work closely with the nominee to ensure the information on the form is complete and accurate.

• Please **review the nomination form carefully** and provide detailed, comprehensive, quantitative information that demonstrates the nominee’s past and current involvement, achievements, and leadership accomplishments. The more complete the information provided, the more useful this application will be in the selection process.

• Please **include a professional headshot photograph of the nominee with the application** (electronic photos can be sent to tbf@thebusinessforum.org). If the nominee does not have one we can arrange for a photographer to come and take one.

 **please complete the following nomination application**

**Nominee information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**Nominator information:**

Name: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Title: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Company/Organization: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Preferred Address: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

City: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ State:\_\_\_\_\_\_ Zip: \_\_\_\_\_\_\_\_\_\_\_\_\_\_

Phone: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_ Email: \_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

**i. Professional leadership:** provide specific examples of how the nominee has demonstrated leadership, excellence, creativity and initiative in his or her business or profession.

**ii. Personal leadership:** Provide specific examples of how the nominee serves as a role model for young women both personally and professionally.

**iii. Community service:** List local, state, national and international level participation. Include length of service and leadership offices held in civic and service organizations such as charitable activities, political pursuits, religious groups, chambers of commerce, merchants’ associations, etc.

**Additional information pertaining to the criteria:** Include any additional information you feel is important for consideration of the nominee. List awards, honors received and publications or articles supporting service to their profession, industry or community.