

## Marion Athena Award Nomination CHECK LIST

- \_\_\_\_\_ Download official ATHENA Nomination form
- \_\_\_\_\_ Fill form out completely
- \_\_\_\_\_ Make sure Contact information is complete and correct
- \_\_\_\_\_ Submit completed form before **end of day January 23, 2012**
  - (via email: [dwatson@visitmarionohio.com](mailto:dwatson@visitmarionohio.com))
  - (via mail: 1713 Marion-Mt. Gilead Rd, Marion, Ohio 43302
  - (via fax: 740.725-9295)
- \_\_\_\_\_ Phone ATHENA Chair to **verify delivery/receipt**
  - Diane Watson 389-9770
- \_\_\_\_\_ Attend the ATHENA Luncheon with Nominee

Thank you for thinking so much of your nominee to submit their information for this prestigious distinction.

# Marion 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 Criteria

*ATHENA recipients must meet each of three specific criteria. They must:*

- *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 their full leadership potential*

## Completing the form

Nominations for the ATHENA Award must be submitted using this nomination form or a paper form available through the Marion Area Convention & Visitors Bureau (Phone: 740.389.9770). A resume may be submitted by mail to: Marion Area Convention & Visitors Bureau, 1713 Marion-Mt. Gilead Rd., Suite 110, Marion, OH 43302 or by fax to 740.725-9295.

If submitting a word document you may do so by submitting a completed form via email to [dwatson@visitmarionohio.com](mailto:dwatson@visitmarionohio.com). You will get confirmation of its receipt. **YOU MUST CALL 389-9770 TO VERIFY YOUR NOMINATION HAS BEEN DELIVERED/RECEIVED.**

Please review the nomination form carefully to ensure that comprehensive; quantitative information is supplied demonstrating 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 will be announced on Monday, March 12, 2012 at the ATHENA Award Luncheon to **be held in the Harding Room at TRECA.**

Forms are to be returned via email, fax or mailed to the Marion Area Convention & Visitors Bureau, 1713 Marion-Mt. Gilead Rd., Suite 110, Marion, OH 43302.

**Submission deadline is end of day Monday, January 23, 2012!**

**Please fill out the form below completely and submit via email, fax or mail.**

Today's Date:

***NOMINEE Information***

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Nominee's Name:

Nominee's Title:

Nominee's Company:

Business Address City/State/Zip:

Nominee's Bus. Phone:

Home Phone:

Home Address City/State/Zip:

Email Address:

***YOUR Information***

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Nominator's Name:

Nominator's Title:

Business Address City/State/Zip:

Nominator's Bus. Phone:

Home Phone:

Home Address City/State/Zip:

Email Address:

Please complete the following information:

**Professional Accomplishments.** *Provide specific examples of how the nominee has demonstrated excellence, creativity, and initiative in their business or profession. List professional recognitions, projects and achievements.*

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

**Assist women in reaching their full potential.** *Provide specific examples of how the nominee has assisted women in reaching their full leadership potential and/or demonstrated support for their professional advancement.*

**Other memberships, achievements, awards, publications.** *Nominees may already have been honored for service to their profession, industry, or community. Please list any awards and honors received which support this nomination.*

**Additional information pertaining to criteria.** *Discuss briefly any additional factors you feel are important for consideration of your nominee for the Athena Award.*

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**Submission deadline:** End of day Monday, January 23, 2012!