

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 17, 2017**
 - (via email: advocarediane@live.com)
 - (via mail: Marion Women's Business Council, 1499 Lighthouse Ridge, Marion, Ohio 43302)
- _____ Phone Women's Business Council Inc. to **verify delivery receipt**
 - Diane Glassmeyer - 740-225-8284
- _____ 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 Women's Business Council (Phone: 740-387-3788). A resume may be submitted by mail to: Marion Women's Business Council, Diane Glassmeyer, 1499 Lighthouse Ridge, Marion, Ohio 43302.

If submitting a word document, you may do so by submitting a completed form via email to advocarediane@live.com. You will get confirmation of its receipt.

IF MAILING YOUR NOMINATION FORM, YOU MUST CALL Diane Glassmeyer 740-225-8284 TO VERIFY YOUR NOMINATION HAS BEEN 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 13, 2017 at the ATHENA Award Luncheon to **be held in the Harding Room at META Solutions.**

Forms are to be returned via email or mailed to the Marion Women's Business Council, c/o Diane Glassmeyer, 1499 Lighthouse Ridge, Marion, Ohio 43302.

Submission deadline is end of day Tuesday, January 17, 2017!

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

Today's Date:

NOMINEE Information

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:

Nominee's 501c3 Non-Profit Charitable Choice:

YOUR Information

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 using 500 words or less in each section:

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.*

Submission deadline: End of day Tuesday, January 17, 2017!

Please note that each nominee will be contacted to identify their Charity of Choice by the ATHENA committee. The ATHENA recipient has a donation given in her name to that charity. Once their choice is submitted and accepted, it cannot be changed.

Accepted Charities Criteria:

- Must benefit a local not-for-profit organization with its own separate tax ID. Contribution cannot be awarded to a pass-through clearing house i.e. United Way, 100 Women, etc.
- Funds may not be used simply to increase an organization's general operating fund or treasury; there must be an identifiable, program-specific need.
- May not benefit for-profit businesses, places of worship, national charities, foundations, school/group trips, colleges/universities or scholarship programs.