



**ATHENA Award Nomination
NOMINATOR'S CHECKLIST**
For March 11, 2019 Recognition Event

- 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 15, 2019**

via email: advocarediane@live.com

OR

via mail: Marion Women's Business Council
1499 Lighthouse Ridge
Marion, Ohio 43302

- Phone Diane Glassmeyer @ 740-225-8284 to **verify delivery**
- Attend the ATHENA Luncheon with Nominee on March 11, 2019

Thank you for taking time to share how much you appreciate your nominee. We are excited to receive your nomination for this prestigious distinction.



**ATHENA Award Nomination
NOMINATOR'S INSTRUCTIONS
For March 11, 2019 Recognition Event**

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: 740-225-8284). A nomination form 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 11, 2019 at the ATHENA Award Luncheon to be held at **The Barn at All Occasions 6989 Waldo-Delaware Rd. Waldo, Ohio 43356**

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 15, 2019.



**ATHENA Award Nomination
NOMINATION FORM
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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

Your Name: _____

Your Title: _____

Business Address City/State/Zip: _____

Your Bus. Phone: _____ Home Phone: _____

Home Address City/State/Zip: _____

Email Address: _____

Please complete every category below using 400 words or less in each section. Every Section must be completed:

Professional Accomplishments. *Provide specific examples of how the nominee has demonstrated excellence, creativity, and initiative in her 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. *Nominee may already have been honored for service to her 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 15, 2019!

Please note that each nominee will be contacted to identify her Charity of Choice by the ATHENA committee. The ATHENA recipient has a donation given in her name to that charity. Once her 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.