

ATHENA LEADERSHIP AWARD NOMINATION INSTRUCTIONS

The ATHENA Leadership Award celebrates exemplary leadership and is reflective of a quote by Plato: “*What is honored in a country will be cultivated there.*” Over 8000 recipients have been honored with the ATHENA Leadership Award since the program’s inception in 1982. Presented to female leaders across professional sectors, the ATHENA Leadership Award’s rich history, international scope and focus on mentorship distinguish it as one of the most prestigious leadership awards one can receive.

THE CRITERIA

ATHENA Leadership Award Nominees 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 communities
- Actively assist women in achieving their full leadership potential

QUALIFICATIONS

ATHENA Leadership Award Nominees may represent either the profit or not-for-profit sector.

- Previous ATHENA Leadership Award Recipients are *not* eligible for nomination; however, past nominees may be nominated again.
- There is no minimum or maximum age qualification that must be met by ATHENA Leadership Award Nominees.

COMPLETING THE FORM

- Nominators are encouraged to work closely with the nominee to complete her nomination.

Nominations for the ATHENA Leadership Award must be submitted using this nomination form and format.

- You may include supporting documents (articles, testimonials, etc.) with your completed nomination form.

Deadline for submission: Monday June 10, 2024

THE PROCESS

A Selection Committee, made up of a diverse group of community leaders, will review all nominations and select the ATHENA Leadership Award Recipient. **The recipient will be announced at the award dinner in September 2024.**

QUESTIONS

Contact: Tonya Heim at 812-630-5124 or email at rotaryclubduboiscounty@gmail.com

RETURN COMPLETED FORM TO:

**Rotary Club of Dubois County
c/o Tonya Heim/ATHENA Nominations Committee
rotaryclubduboiscounty@gmail.com**

ATHENA Leadership Award Nomination Form (page 1 of 5)

Date _____

NOMINEE

Name _____

Home Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Email _____

Company/Organization _____

Title/Position _____

Business Address _____

City _____ State/Province _____ Zip/Postal Code _____

Work Phone _____ Business Email _____

NOMINATOR

Name _____

Company/Organization _____

Business Address _____

City _____ State/Province _____ Zip/Postal Code _____

Phone _____ Email _____

ATHENA Leadership Award Nomination Form (page 2 of 5)

I. PROFESSIONAL LEADERSHIP

Provide specific examples of how the nominee has demonstrated excellence, creativity and initiative in their business or profession.

ATHENA Leadership Award Nomination Form (page 3 of 5)

II. COMMUNITY LEADERSHIP:

Provide specific examples of how the nominee provides valuable service to improve the quality of life for others in their community. Include type and length of service in civic and service organizations and initiatives.

ATHENA Leadership Award Nomination Form (page 4 of 5)

III. PERSONAL LEADERSHIP/ MENTORSHIP:

Provide specific examples of how the nominee has actively assisted women in achieving their full leadership potential, and/or demonstrated support for their personal and professional advancement.

ATHENA Leadership Award Nomination Form (page 5 of 5)

ADDITIONAL INFORMATION PERTAINING TO CRITERIA:

Include any additional information you feel is important for consideration of your nominee. Include awards, honors, publications, articles and/or testimonials that demonstrate service to their profession, community, and, most importantly, aspiring and established women leaders. **Please limit this additional information to 4 examples.**

Additional information cont...

Top 10 Tips on writing great ATHENA nominations
(information from ATHENA International website)

- 1. Tell the nominee what you are doing. This can't be a surprise; you will need to interview her and people who know her.**
- 2. Ask for help reviewing the nomination script. Even editors need editors.**
- 3. Share the load. Family, friends, marketing, public relations or human resource departments in the nominee's organization may be available to help.**
- 4. Freelance writers if you are pressed for time.**
- 5. Skip the adjectives and focus on anecdotes and examples. One potent verb is worth three cliched adjectives.**
- 6. In that same vein, focus on their results – not superlatives.**
- 7. Don't exceed 3 pages of text. (each committee member will review up to 10 or more nomination packages)**
- 8. Don't focus exclusively on the present. Try to establish a pattern of achievement over time. What was the nominee doing in the 80's-90's? Leadership examples over their various stages of life.**
- 9. Include direct quotes about the impact the nominee has had on individuals you interviewed.**
- 10. Remember: ATHENA awards go to women who actively assist women in realizing their full leadership potential. Invest time to quantify that; it can make the difference when the selection committee is deciding among the top candidates.**