



RED DEER & DISTRICT
COMMUNITY
FOUNDATION
all for community.



Women of Excellence Awards **NOMINATION GUIDE** 2016

*Recognizing the contributions
and achievements of women
in our community.*



2016 WOMEN OF EXCELLENCE SPONSORS

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WE are neighbours,
friends, co-workers
and family members



Who is a Woman of Excellence?

A Women of Excellence (WE) is a woman who inspires others, and has achieved outstanding success in her field by:

- Breaking new ground or old barriers
- Showing vision, creativity and initiative
- Being a leader and role model
- Participating actively as a volunteer
- Being recognized by her community for her sustained commitment and contributions within her category (i.e. awards, accolades)

Do you know someone who has made an exemplary contribution in your community?

HONOUR THE WOMEN WHO INSPIRE YOU

The Red Deer & District Community Foundation “Women of Excellence Awards Program” (WE) is a celebration of innovation, leadership, achievement and talent as demonstrated by women throughout Central Alberta who have used their talents, vision and determination to make Central Alberta a better place to live. The development and presentation of these awards reflects the Community Foundation’s commitment to increase recognition of women who have earned the admiration and respect of their peers.

WOMEN OF EXCELLENCE AWARDS GALA

Wednesday, June 1, 2016 marks the 9th Annual Red Deer & District Community Foundation Women of Excellence Awards Gala. The contributions and achievements of the women nominated in the eleven different awards categories are recognized at this event. The Red Deer & District Community Foundation extends its warmest thanks to all of our sponsors, nominators and nominees for taking the time to participate in our efforts to celebrate the remarkable women of our community!

DO YOU KNOW A WOMAN WHOSE OUTSTANDING ACHIEVEMENTS CONTRIBUTE TO THE WELL-BEING AND FUTURE OF CENTRAL ALBERTA?

How to Nominate

| ELIGIBILITY |

Eligible nominees must:

- Live and work within the Central Alberta region.
- Be 18 years of age or older at the date of nomination, with the exception of nominees in the Young Woman of Excellence category who must be 14-25 years old at the date of nomination.
- Consent to the nomination and the publication of her/their name, photo and information

| NOMINATION CRITERIA |

- Anyone can make a nomination including men, family members and friends.
- To avoid conflict of interest, neither the nominee, the nominator, nor the individuals who provide letters of support, may be a member of the Women of Excellence Awards Organizing Committee, the Women of Excellence Awards Adjudication Committee, or the Red Deer & District Community Foundation Board of Directors or staff.
- Posthumous nominations will not be accepted.
- In some cases the Adjudication Committee may move a nominee to a more appropriate category, with notice to nominee and nominator.
- Nominations must satisfy each of the criteria for their award category.

| HOW TO NOMINATE |

All submissions are requested to be:

- Submitted on the official Nomination Form provided.
- Submissions must be printed, no digital submissions will be accepted.
- Typed or printed on white 8 1/2" x 11" paper, single sided, 12 pt font.
- No staples, binders or folders. Use paperclips only.
- Nomination packages must be signed by the NOMINEE and NOMINATOR. Signature by nominee will certify that the information noted on the package is accurate and will mean consent to the publication of information. Unsigned nomination packages will not be accepted.

Nomination Checklist:

- Have you completed and signed the Nomination Form?
- Have you responded to the three questions, including a short biography and resume of the nominee?
- Has the nominee signed the form?
- Are two letters of reference included, with contact information?

Submit Nominations To:

Red Deer & District Community Foundation
Suite 203, 4805 - 48 Street
Red Deer, Alberta T4N 1S6

Attn.: Ms. Lori Hamilton

Envelope marked "Women of Excellence 2016"

2016 Award Categories

AGRICULTURE :

WE are innovative - leaders in our philosophies and demonstrate commitment to sustainable practices in agriculture.

ARTS, CULTURE AND HERITAGE:

WE demonstrate outstanding achievement in the expression, development, preservation, patronage and/or promotion of the performing, visual, literary or multi-media arts and/or cultural heritage.

ATHLETICS, RECREATION AND FITNESS:

WE participate, coach and mentor, serving as an inspiration to others through our example and accomplishments, thereby enhancing the physical well-being of the residents of Central Alberta.

BUSINESS AND THE PROFESSIONS:

WE are acknowledged in our field for leadership and consistent commitment to excellence. WE leverage our achievements and management skills to facilitate change and create opportunities in either the for-profit and not-for profit sectors. WE demonstrate a respect for and engagement with our community, clients/ stakeholders and colleagues.

COMMUNITY BUILDING:

WE have identified a local community need or issue and have provided effective initiative to and pioneer meaningful change. WE are recognized as a source of strength and heart in our community, and harness the time, talent and capacity of others.

EDUCATION AND TRAINING:

WE are celebrated for outstanding achievement in practice, development and/or research in the educational system, employee development, community education or alternative programs.

ENTREPRENEURSHIP:

WE have a solid vision of the future, and possess creativity and ingenuity that separates us from our peers. WE have taken an innovative approach to solving a problem, filling a need or breaking into a new market. Women who have made sacrifices and risked a great deal to successfully manage, launch or revive a business, product or service.

ENVIRONMENT

WE have demonstrated a commitment to the preservation and improvement of our natural environment.

HEALTH AND WELLNESS:

WE have experienced outstanding achievement in promotion, education and/or involvement in the physical, emotional and/or spiritual health and well-being of others.

HUMAN SERVICES:

WE may work or volunteer in the for-profit or not-for-profit sectors and are acknowledged in our field for leadership, compassion and practice in human service programs and/or organizations within the community.

YOUNG WOMAN OF EXCELLENCE:

WE are young (14-25 years old) and are respected for achievements and commitments to education and lifelong learning; work or career; and/ or community. WE are a positive influence on our peers.

Dates To Remember:

NOMINATION DEADLINE:

Friday, April 8, 2016 at 4:30 p.m.

Nomination Packages will be reviewed and nominees and nominators will be contacted to confirm submissions.

AWARDS GALA: Wednesday, June 1, 2016

Reception begins at 5:30 p.m. at the Sheraton Red Deer. Each nominee will receive two complimentary tickets to the Gala. Additional tickets may be purchased.

TICKET INFORMATION:

Red Deer & District Community Foundation
Suite 203, 4805 - 48 Street, Red Deer AB T4N 1S6
Phone: (403) 341-6911

SELECTION PROCESS

An Adjudication Committee is assembled by the Red Deer & District Community Foundation. The Committee is comprised of community leaders chosen based on their merit as a strong representative in at least one of the award categories. The identity of the Adjudication Committee members will be kept confidential.

Each package will be evaluated based on the following criteria:

- The nominee's unique and outstanding achievements relative to the category;
- The nominee's contribution as a role model for other women and/or girls;
- The nominee's contribution to the well-being of the community.

The committee will choose an award recipient or recipients in each category based exclusively on the information indicated in the nomination packages submitted. Please be thorough and factual with the information you provide.

The Adjudication Committee receives copies of all accepted nomination packages and ranks them according to the set criteria. The Committee will meet to discuss their rankings and to select the recipients for the awards.

- Nominations will be adjudicated only on the information provided in the nomination package, which may be confirmed or clarified in discussion with the nominee, the nominator, and/or those providing references.
- All nominations, and the deliberations of the Adjudication Committee will be treated confidentially.
- The decisions of the Adjudication Committee are final.

Sample Letter of Support

Please provide two (2) letters of support (maximum), all of which add specific information not otherwise contained in the nomination form. Nomination packages with more than two letters of support will not be accepted. Photos, tapes and video recordings will not be accepted. Letters of support should not come from the nominator nor family members of the nominee.

The letter of support must have the following elements:

1. Description your relationship with the nominee.
2. Description of the following points:
 - Nominee's unique and outstanding achievements in the category she was nominated in.
 - Nominee's contribution to the well being of the community.
 - Nominee's contribution as a role model or mentor.

WE HAVE ENRICHED THEIR
COMMUNITY AND INSPIRED
OTHERS THROUGH THEIR
CREATIVITY, COMPASSION
AND DEDICATION.

Date

Adjudication Committee
2016 Women of Excellence Awards
Red Deer & District Community Foundation

Re: 2016 Red Deer & District Community Foundation Women of Excellence Awards
Roberta Smith— Community Building

I am pleased to write this letter of support for the nomination of Roberta Smith for the 2016 Women of Excellence Awards in the Community Building category. I have known Roberta for 10 years now, through our volunteer work with the Red Deer & District Community Association, where she served as Chair of the Board of Directors from 2008-2011. She has volunteered for the organization in various capacities way before she became the Board Chair. Through her work with the organization, she has shown her commitment to furthering the cause of a better quality of life for Red Deer and surrounding area.

Aside from her involvement in the RDDCA, she also has been involved in many other community organizations and initiatives such as the Central Alberta Children's Organization, where she pioneered the Safe Kids Program; the Women's Association of Central Alberta, wherein she was an advocate for women and children's rights; was a part of the creation and establishment of the Children's Centre in Red Deer and the Annual Children's Gala.

If not for her pioneering spirit and dedication to the cause of women, children and quality of life in general, the initiatives mentioned above would not have come to fruition. The impact of these initiatives has been way beyond women and children as it has impacted families and in turn impacted the community as a whole.

I am proud to say that Roberta has made me a better person by mentoring me when I first volunteered for the Red Deer & District Association. She has given me a priceless gift of her experience and has modeled the way for me on how to become a community builder. She is truly a Woman of Excellence!

Sincerely,

Jane Doe