



Minnesota Women of Today

Outstanding Awards Manual

Lois M Christensen Women Who Impact Award

And

Outstanding Young Adult Award



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History & Tradition Behind the Awards

A goal of the Minnesota Women of Today is to recognize women and young people throughout our communities for their community service efforts and impact on the lives of others. For that reason, the Lois M. Christiansen Women Who Impact Award (WWI) and Outstanding Young Adult Award (OYA) programs were implemented. These awards are given annually by the Minnesota Women of Today at the Winter State Convention Saturday Awards Banquet. The purpose of these awards are to recognize those who show excellence in leadership abilities, are involved in their local communities, and possess the ability to initiate ideas and innovations for new and existing projects and programs.

Individual chapters or districts submit nominees for judging on the state level. The honorees are recognized with a reception prior to the banquet, and a visual presentation at the banquet. In this manual you will find all the information you need to help select a nominee, and submit them for this award. The beginning point is to get approval from your chapter or district, set a budget, and form a support team to work together to prepare the entry. The current Future Directions Committee Awards Subcommittee Chair and SPMs will be glad to help you with questions you may have.

The money for scholarships and honorariums come from funds through the Minnesota Women of Today Foundation. Because the award funds have been set up through the MNWT Foundation, donations made by businesses, organizations, or individuals, are tax deductible. Donations from outside sources are encouraged. All chapters also have the opportunity to be a part of the Outstanding Awards program by making donations to their corresponding funds. Donations to these award funds should be made out to the "MNWT Foundation" and earmarked for the appropriate fund. Mail donations to the MNWT Foundation treasurer.

A listing of past honorees is on the website at www.mnwt.org/outstanding. Samples are available to help you complete your nomination for one of these outstanding awards. [Click here to find the MNWT nomination forms for the Outstanding Awards and other leadership recognition awards.](#)



Lois M Christensen Women Who Impact Award

Named the Lois M Christensen Women Who Impact Award in 2009, a version of this outstanding woman award has been given out since the 1990s. It is designed to honor women who have made a valuable contribution to and impact upon their communities. An honorarium may be given to the top honoree to a 501c3 charity of their choice. A nominee may be nominated for work in one of the following areas:

- Non-Profit: for example, community service, volunteerism, spirituality;
- Youth Outreach: for example, special education, mentoring, 4-H, scouts; or
- Women's Advocacy: for example, women's shelters, business, government, healthcare.

Resume Format

COVER PAGE

1. Participation in community activities and contributions to the welfare of others.
2. Exhibition of leadership ability, personal development and initiative.
3. Overall effects of contributions and evidence of lasting effects of contributions.
4. List any other activities, additions or awards you would like to include.
5. Additional comments by the nominator.

Judging Criteria

- Total points possible: 100
- **Participation in community activities and contributions to the welfare of others.**
How has he/she participated in local organizations such as churches, civic, political, volunteer?
Value: 25 Points
- **Exhibition of leadership ability, personal development, and initiative.**
How has he/she shown this in activities?
Value: 25 Points
- **Overall effects of contributions and evidence of lasting effects of contributions.**
How have his/her contributions helped others positively?
Value: 25 Points
- **List any activities, additions or awards you would like to include.**
What other activities or awards would you like to include?
Value: 15 Points
- **Additional comments by nominator.**
What else would you like to mention that was not previously stated?
Value: 10 Points



Outstanding Young Adult Award

The Outstanding Young Adult Award has been presented by the Minnesota Women of Today since 1974. It is a scholarship project designed to recognize young adults who show excellence in leadership abilities and involvement in community activities. The Outstanding Young Adult honorees are awarded a scholarship.

A nominee for the Outstanding Young Adult program must be in 11th or 12th grade. A nominee may be chosen to represent the chapter during the spring of his/her 12th grade year, and be eligible to represent the chapter at the MNWT competition in Fall. In the event a nominee graduates from high school before state competition, any of his/her achievements after graduation cannot be included in his/her entry. Individuals will not be judged on athletic or academic achievements.

Entry Resume Format

COVER PAGE

1. Participation, leadership, and personal initiative in community activities and contributions to community welfare.
2. Participation, leadership, and personal initiative in school activities and contributions to school.
3. Overall effects of contributions and evidence of lasting effects of contributions.
4. List any activities or awards not included in the other sections. Academics and athletics may be included here.
5. Additional comments and/or statement by the nominator.

Judging Criteria

- Total points possible: 100
- **Participation, leadership, and personal initiative in community activities and contributions to community welfare.**
How has he/she contributed to local organizations; church/place of worship, civic, political, scouting, 4-H Value (include leadership and personal initiative): 25 Points
- **Participation, leadership, and personal initiative in school activities and contributions to school.**
How has he/she participated in school activities and lasting contributions to the school other than academic or athletic achievements? Value: 25 Points
- **Overall effects of contributions and evidence of lasting effects of contributions.**
How have his/her contributions helped others positively? Value: 25 Points
- **List any activities or awards not included in the other sections. Academics and athletics may be included here.**
What other things has he/she done that was not previously mentioned? Value: 15 Points
- **Additional comments and/or personal statement by nominator.** Value: 10 Points



Local Chapter Responsibilities

Overall Responsibilities of the Chapter

- Keep in touch with the appropriate state program manager and Awards Subcommittee chair to provide necessary information on a timely basis.
- Correspond with your nominee regarding details and arrangements.
- Notify your nominee if he/she becomes an honoree so he/she can plan to attend the Awards Banquet.
- Register attendees, make hotel reservations (as needed), and act as host for your guests for the time spent at convention. Accompany your honoree to the honoree reception preceding the banquet, and the awards banquet.

Selecting Your Local Nominee

- Ask your chapter or district members for names of someone who would fit the criteria for an Outstanding Award nomination.
- Contact local organizations for suggestions. You could send out letters to the area chamber, churches, local schools, youth groups and service organizations (whichever may be applicable to the award) and invite them to fill out a nomination form.
- Solicit nominations from the general public. You could use your local media to publicize that you are accepting nominations for this award.
- Have the resumes judged by past winners or use judges with experience in working with youth, community service or other Women Who Impact areas, if there are several candidates.
- Be sure it is acceptable with your candidate to be nominated for the award.
- Schedule an interview with your candidate to gather information for the Outstanding Nomination Information Sheet and the Entry Resume.
 - Ask questions to find out as much background as possible, using the topics provided in the entry format guidelines.
 - Refer to the judging guidelines for other information that could be included under the topics in the outline.
 - Be sure to use a concise, complete history of the nominee's school achievements, leadership qualities, and community involvement.
 - Include accomplishments and results of actions.
 - Be specific about the nominee's contributions and the overall impact of what he/she has done.
 - Be sure to include details and completeness in the entry.

Preparing the Entry

Entry Resume Guidelines

- Follow the Entry Resume format.
 - Keep the entry neat and readable, using proper grammar and spelling. Entry Resume must be typed. Times Roman 10 pt is the smallest type allowed.
 - Write the Entry Resume in the third person (he/she) format.



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- Be specific and complete, using details. Emphasize the personal initiative shown by the nominee rather than just general involvement. Be specific on new ideas and programs the nominee has promoted and/or assisted with.
 - Number pages in the lower right corner.
 - Reduced copies are not allowed.
 - No more than three (3) pages.
 - Other materials such as pictures, newspaper articles, etc. are not to be included.
- Use either an outline or report format with headings and bullet points for the entry resume. Type the entry heading as shown on the nomination form, there is no need to type information in parentheses.
 - The Outstanding Nomination Information Sheet form must be the first page of the entry and should be typed. Please remember to have the nominator sign the form. If the nominee is under the age of 18, a parent or guardian's signature must also be included. The signature will attest to all the facts contained on the form and gives permission for publication of these facts.
 - The Entry Resume is the next part of the entry. Please remember to have the nominator sign the form.
 - Write-up may be done in outline or report form using the topics shown in the entry format guidelines.
 - Do not exceed three (3) pages for the entry resume.
 - A letter from the nominee should be attached to the entry (the letter may be in addition to the entry resume pages).
 - A letter from the nominee should be attached to the entry (the letter may be in addition to the entry resume pages).
 - Letter should state the nominee's feelings about being nominated and what this award means to him/her.
 - Letter should be addressed, "To Whom It May Concern" or "Awards Committee Chair."
 - Letter should be typed.
 - A letter of endorsement from the chapter should also be attached. The committee chair or chapter president should sign it.
 - Letter(s) of Support Outside the Chapter
 - Letter(s) showing support for the nominee should be attached to the entry.
 - Letter should show what activities the nominee has performed and what impact they have made.
 - Letter should be addressed, "To Whom It May Concern" or "Awards Committee Chair."
 - Letter should be typed.

Submitting the Entry

- Chapters can submit only one (1) nomination per year per award; an entry fee will apply to each nomination submitted.

Information Nominators must Provide: Nominee Packet & Entry Fees

- **Packets must be emailed to the Awards Committee Chair at fdc-awards@mnwt.org no later than November 1, 11:59 p.m.**



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- Electronic submissions are encouraged. If an entry cannot be electronically submitted, it should be mailed to the WW or YT SPM who will then scan it and email it to fdc-awards@mnwt.org if the nominator does not have access to a computer.
- The \$25 entry fee must be mailed directly to the Chapter Service Center; with the check made out to "MNWT" with "Outstanding Awards" in the memo.
 - These fees will help cover the cost of award expenses including award certificate, reception, equipment rental needed at convention and postage.
 - Expenses incurred by Awards Subcommittee for judging will also come out of these funds.

Nomination Evaluation

- Entries will be evaluated by a panel of individuals familiar with the role of individuals in leadership positions and community involvement. These evaluators may be from outside the Women of Today organization.
- All information submitted with entries shall be subject to verification.
- Honorees will be selected based on the evaluators' ratings.
- Nominators will be notified by email after all evaluations are completed.

Publicity

- It is strongly encouraged to publicize your nominee with a press release and picture.
 - Newspaper and/or radio coverage is common.
 - It is great public relations for your chapter and the organization.
 - You could arrange a radio and/or cable TV interview.
- You may wish to present your local winner with a plaque or certificate.
- Invite your nominee to a chapter or district meeting so he/she can meet everyone. Your nominee could possibly be a speaker for a meeting, sharing experiences and involvement.
- The Marketing Committee or Awards Committee Chair will send out press releases after the event publicizing the honorees.

Preparing a Budget

- Expenses for nominees to attend the awards ceremony are not the obligation of the Minnesota Women of Today and shall be absorbed by the nominee or the nominating chapter.
- A budget should be prepared and approved by the chapter. Some of the various costs you may have are listed:
 - \$25 entry fee
 - Postage for thank-you notes, etc.
 - Corsage or boutonniere
 - Costs associated with banquet (i.e., meal tickets, hotel room)
- In the event that your nominee becomes an honoree the chapter will be allowed to purchase two (2) banquet tickets at \$1.00 over the actual meal cost. Additional tickets may be purchased at the regular banquet price and can be ordered through the convention chairs. (If your chapter or district is short of funds, you may wish to have your nominee pay all or part of the extra meal ticket.)
- If funding is a factor for your chapter, you may want to plan a fundraiser. You can contact the current SPM for ideas on fundraisers.



Nominee becomes an Honoree

Information Nominators must Provide: Pictures

- Pictures to be used in a visual presentation are needed from honorees ONLY.
 - 35-50 pictures of nominee are due by January 1.
 - All nominees will be notified of the results approximately four (4) weeks prior to Winter State convention. If your chapter's nominee is selected as an honoree additional information will be requested at that time.
 - Provide pictures with a description so that it will **match the write-up** to be used during the presentation.
 - Allow time to take additional pictures if necessary.
- Pictures will be put into a folder for each honoree on the Google Drive.
 - Access to the appropriate folder will only be given to the nominator and honoree.
 - The nominator or honoree uploads all files into the appropriate folder as soon as received.
- All pictures should be submitted with an explanation of each picture.
- Honoree or Parent/Guardian must complete the [Video and/or Audio Release Form](#).

Awards Banquet

- All Honorees are expected to attend the Winter State Awards Banquet.
- The nominator will be responsible to notify the nominee if being recognized as an honoree. The honoree will be invited to attend the awards banquet where they will be recognized with a visual presentation.
 - Honoree or Parent/Guardian must complete the [Winter State Banquet Registration Form](#).
 - Honorees and honoree's guest(s) are invited to the reception, which will precede the banquet.
 - One (1) member of the chapter will sit with the honoree (and guests) during the awards banquet; more, if room allows.
- Honorees will receive a certificate and an honorarium (WWI) or scholarship (OYA).

After the Banquet

- The presentations and videos will be available after Winter State Convention and posted on the MNWT website.
- Honorees will receive a copy of the written presentation.



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