

36th Annual
**TRIBUTE TO WOMEN
LEADERSHIP AWARDS
LUNCHEON**
May 24, 2019

eliminating racism
empowering women
ywca
Greater Pittsburgh

1. TALK TO YOUR NOMINEE.

It may seem like a nice idea to surprise an individual by nominating her for an award. But you probably need her input to write a winning nomination.

2. REVIEW THE AWARD CRITERIA.

Take time to understand what the Tribute to Women Award signifies and whether your nominee is a good fit.

3. INCLUDE VIEWPOINTS OTHER THAN YOUR OWN.

Gather information about the nominee by speaking with her colleagues, family, and friends. Be in touch with individuals or organizations with whom the nominee has worked or volunteered. Use first-hand quotes for impact.

4. DON'T OBSESS OVER THE "RIGHT" AWARD CATEGORY.

We're looking for the best nominees and remain flexible in making final award decisions.

5. ANSWER THE QUESTION ASKED.

Go beyond cutting and pasting educational credentials or job descriptions from a resume. Show *how* the nominee's experience, schooling, and activities support the award criteria.

6. BE SPECIFIC.

Adjectives like "very," "many," "several," "often," and "most" are *not* descriptive. Action verbs and concrete illustrations are a stronger way to present your nomination. For example:

- a. Nominee-A has mentored 25 high-school-aged women from struggling school districts over the last ten years.
- b. Nominee-B led XYZ organization as board president during its "Campaign Against Racial Profiling."

7. USE CLEAR AND CONCISE LANGUAGE.

Avoid acronyms and "trade jargon." Throw away unnecessary words. Write short, informative sentences that get to the point. Think quality - not quantity.

8. WRITE FROM THE HEART <3

Show that you personally value your nominee's contributions. Remember that the selection committee is relying on your words and examples to "see" your nominee.