

# East St. Tammany ATHENA Leadership Award Nomination Form



The ATHENA Leadership Award is a prestigious international award that celebrates exemplary individuals who meet all of the following criteria:

- I. Demonstrate excellence, creativity and initiative in their business or profession;
- II. Provide valuable leadership to improve the quality of life for others in their community;
- III. Actively assist women in achieving their full leadership potential; and
- IV. Personification of the tenets of the Athena Leadership Model.

*For this award, nominees must live and/or work in East St. Tammany Parish.*

It is through your answers and information presented that the committee will learn about your nominee's accomplishments. Please provide *specific examples* as to how your nominee exemplifies every one of the tenets listed below. Avoid vague descriptors such as "goes above and beyond."

The nomination form should be completed assuming that the committee is meeting your nominee for the first time. While a resume and/or bulleted items may be included with the submission, these may not be submitted in lieu of the completed nomination form.

As you develop this form, you are encouraged to work closely with your nominee plus others who know the nominee, to present a complete, descriptive, accurate and detailed nomination.

You may include supporting documents and testimonials from colleagues detailing how your nominee has helped others, especially women, plus those she has touched in public service and how it has impacted their lives.

Additionally, we encourage nominators to work with an Athenian to review a draft of your nomination prior to final submission. Should you wish to take advantage of this opportunity, please check the box indicating that your submission is a draft and email [athena@athenaest.org](mailto:athena@athenaest.org).

**FORM INSTRUCTIONS:** The nomination form is a fillable PDF--simply place the cursor in each field then type. Please save it to your computer prior to filling it out, and save again upon completion. Title your submission *ATHENA - Name of Nominee* prior to submission. You may also submit ONE supplemental document with additional supporting information if more space is needed. Please title *ATHENA - Name of Nominee - Supplemental*. This may be a Word or pdf document.

**East St. Tammany ATHENA Leadership Award Nomination Form**

- DRAFT: I would like to request a review of and assistance with this nomination.
- FINAL SUBMISSION: No additional assistance is requested.

**NOMINEE**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Home ( \_\_\_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Company/Organization \_\_\_\_\_

Title/Position \_\_\_\_\_

Business Address \_\_\_\_\_

**NOMINATOR**

Name \_\_\_\_\_

Mailing Address \_\_\_\_\_

Phone Home ( \_\_\_\_\_ ) \_\_\_\_\_ Cell ( \_\_\_\_\_ ) \_\_\_\_\_

Email \_\_\_\_\_

Company/Organization \_\_\_\_\_

Title/Position \_\_\_\_\_

Business Address \_\_\_\_\_

**Attendance at Award Luncheon**

The award will be presented at a special luncheon in October. Please see the FAQ sheet for the submission deadline, nominee reception and luncheon dates and additional information.

- Will the nominee attend the luncheon?  Yes  No
- Will the nominator attend the luncheon?  Yes  No
- Will the nominator pay for the nominee’s lunch?  Yes  No

If you have indicated “yes” to any of the above, it is your responsibility to notify the nominee that you are paying for the lunch and to make the necessary reservations. See reservation information on the FAQ sheet.

# East St. Tammany ATHENA Leadership Award Nomination Form

## I. LIVE AUTHENTICALLY *and* LEARN CONSTANTLY

*ATHENA leaders continually seek to understand and develop themselves.*

Please describe in detail and with specific examples of *leadership* of how your nominee meets these tenets in her profession, community service and assistance to women in achieving their full leadership potential. If additional space is needed, please include in supplemental document.

# East St. Tammany ATHENA Leadership Award Nomination Form

## II. BUILD RELATIONSHIPS *and* FOSTER COLLABORATION

*ATHENA leaders embrace and encourage others.*

Please describe in detail and with specific examples of *leadership* of how your nominee meets these tenets in her profession, community service and assistance to women in achieving their full leadership potential. If additional space is needed, please include in supplemental document.

# East St. Tammany ATHENA Leadership Award Nomination Form

## III. ACT COURAGEOUSLY *and* ADVOCATE FIERCELY

*ATHENA leaders live out their convictions.*

Please describe in detail and with specific examples of *leadership* of how your nominee meets these tenets in her profession, community service and assistance to women in achieving their full leadership potential. If additional space is needed, please include in supplemental document.

# East St. Tammany ATHENA Leadership Award Nomination Form

## IV. GIVE BACK *and* CELEBRATE

*ATHENA leaders contribute to their communities and memorialize shared experiences.*

Please describe in detail and with specific examples of *leadership* of how your nominee meets these tenets in her profession, community service and assistance to women in achieving their full leadership potential. If additional space is needed, please include in supplemental document.

# East St. Tammany ATHENA Leadership Award Nomination Form

## V. ADDITIONAL INFORMATION

Include any additional information you feel is important for consideration of your nominee. Include awards, honors, publications, articles and/or testimonials that demonstrate leadership in and service to their profession, community, and, most importantly, aspiring and established women leaders. If additional space is needed, please include in supplemental document (Word or pdf).

# East St. Tammany ATHENA Leadership Award Nomination Form

## VII. SUMMARY AND OPTIONAL BIO

With our ATHENA nominee announcements and in our event program, we include brief bios of all of the nominees. Because ATHENA nominees are always incredibly accomplished, we want to ensure we highlight the achievements which mean the most to the nominees.

Please list the TOP 3 PROFESSIONAL ACCOMPLISHMENTS included with this nomination on which the bio should focus. (A simple list is fine, and those highlights in the application will be reviewed.)

In listing these achievements, you are confirming that the information may be publicly disclosed in press releases, on the website, and in ATHENA event programming and promotional efforts.

1. \_\_\_\_\_
2. \_\_\_\_\_
3. \_\_\_\_\_

Is there any information in the application that should be considered toward the nomination but not included in promotional efforts?  Yes  No

If you answered "yes," please indicate which item(s) should be excluded from public bio/press releases:

### OPTIONAL BIO

If you or your nominee would like to submit a brief bio for consideration with this completed application, please include in the space below. Please note that bios may be edited to match the style of all other nominee bios. Bios should be limited to 200 words.

Please note that neither a resume nor a bio can be submitted in lieu of the completed nomination form.