

### **Tips for Submitting a Successful Nomination**

- Pay attention to dates and deadlines. Nominations received after the submission deadline will not be accepted.
- It is the policy and practice of the SCCW to select women only once for this honor. That extends to young women, meaning if a girl is selected as an Outstanding Young Woman, she is not later eligible to be named as an Outstanding Woman. If you are not sure if your candidate has been previously honored, please check the alphabetical list of honorees and make sure. We don't want you to waste your time writing a nomination for someone who is ineligible.
- Complete all information on the nomination form cover sheet, including the category (Outstanding Woman, Outstanding Young Woman, Woman of History or Living Pioneer) and whether the nominee has been a resident of Stanislaus County for 3 or more years. It is essential we have accurate contact information for you and your nominee for questions about your nomination and purposes of notification if selected.
- When writing your nomination, please focus on the accomplishments and work of the nominee. Giving us detailed information about the work of the nominee's organization does not generally help us to know her. We are looking for her work, her accomplishments and her affiliations. If she is a member of the Rotary Club, we want to know. We do not require a detailed account of the history and purpose of Rotary.
- We recognize that there are many exceptional working women in Stanislaus County. Our Outstanding Women recognition is designed to honor women who are doing more: working and volunteering their time to improve their community and the status of women and girls. We are also looking for nominees who are pioneers in their field; the first woman in the county to serve on the Board of Supervisors, the first female poet laureate of Stanislaus County or the first woman to chair the math department at MJC or CSUS. A nomination that focuses only on the nominee's work history (for which she gets paid) is not likely to be selected, regardless of how well she does her job.
- Each year, the Commission assembles a small selection committee consisting of members of the Board of Directors and past honorees to select the current year's recipients. The committee seeks to select a diverse group of recipients with regard to geography, race and ethnicity, culture, professional/volunteer focus and other factors. For example, if we receive 10 nominations for women in the field of education, we are unlikely to select all of them. We also emphasize the following criteria when making our selections:
  - ✓ Concern for women/children in the community
  - ✓ Work in community organizations/volunteerism
  - ✓ Leadership roles in professional/volunteer activities
  - ✓ Self-direction
  - ✓ Achievement in degrees/certificates/honors
  - ✓ Overcoming adversity

Your nomination should clearly and succinctly address the nominee's achievements in each of these areas (as applicable).

- **We know your nominee possesses numerous positive character traits, is an exceptional human being and that you believe in her. If these things were not true, you would not nominate her for this award. While we appreciate your enthusiasm, please avoid making your feelings about the nominee the center of your nomination. We need concrete accomplishments and work in the community to comprise the bulk of a nomination. We certainly do not want to overlook a nominee who has accomplished much, but whose nominator focused on how she feels rather than specifically telling us about all the wonderful work she has done.**

**Here is an example of a well-written, appropriately documented narrative would look like:**

Stanislaus County Commission for Women  
Outstanding Woman Nomination 2016

Dear Selection Committee,

It is my honor and pleasure to nominate Susan Smith to be one of this year's Outstanding Women. I have known Susan for over 15 years and seen her work in a number of arenas to improve the quality of life for women and girls in Stanislaus County. She has been a resident of Modesto for over 25 years and her professional and volunteer work have enriched the lives of many in our community.

In her professional life, Susan works as a Nurse Practitioner focused on women's reproductive health. She provides family planning and other reproductive health services to women every day, serving some of the most vulnerable at one of our local Federally Qualified Health Centers. This clinic primarily serves low-income women who often have limited or no other options for health care services. Susan's dedication to ensuring women have access to high-quality reproductive health care is inspiring; she takes the time to provide holistic, patient-centered guidance and education to her patients in addition to the physical care they need.

In addition to her duties as a nurse practitioner, Susan organized a program to provide sports physicals to local high school students at no cost. Susan began this project 12 years ago when she realized students who might be uninsured and unable to pay for a physical were opting out of participating in organized sports. Susan coordinated the participating schools and facilities and recruited physicians and other health care professionals to provide the examinations. Over the years, the project has grown to include approximately 15 schools with physicals taking place over the course of 3 weeks. Her leadership and participation was critical to the success of this project and thousands of young people have benefitted from her involvement.

Susan is a long-time member of Soroptimist International (Modesto Chapter) and has served as the Secretary and Treasurer of the organization. She enjoys working with her fellow Soroptimists on the Community Christmas Tree each year, a project that provides Christmas gifts to children in need in our community. She was selected Soroptimist of the Year in 2002. In addition to her activities with Soroptimists, she has served as a leader for her daughter's Brownie and Girl Scout troops. For 10 years (2000-2010) she provided her expertise and passion as a board member for the PRIDE Center.

Susan received her BS in Nursing from UCLA and her MS in Nursing from UC San Diego. She received her license as a Nurse Practitioner in 1999.

Susan Smith is a shining example of someone who puts her community, particularly women and girls, at the forefront. She has given much of her time, energy, compassion and talents to Stanislaus County and made our community better for all. I believe she is an excellent candidate for the Stanislaus County Commission for Women's Outstanding Woman award. Thank you for your consideration.

Sincerely,  
June Hampton