**What is a Woman of Achievement?** The Women of Achievement Awards is a community event that recognizes women who have demonstrated qualities of leadership and excellence in professional and personal endeavors.

**What are the categories for a WOA recipient?**

* ***Young Woman of Achievement:*** This high school senior is recognized for her leadership qualities in school, extracurricular activities, church and/or outside organizations.
* ***County Woman of Achievement:***Meeting the criteria of the Community or Professional category, this nominee lives, works and/or volunteers in rural Clinton county or in bordering counties.
* ***Community Woman of Achievement.***Having a history of volunteer service, this nominee serves as a leader in our community.
* ***Professional Woman of Achievement.***A role model for women in the workplace, this nominee stands out in her contributions to her profession.
* ***Religious Woman of Achievement***. As one who stands out in her faith community, this nominee is an extraordinary leader and/or volunteer.
* ***Business Leader.***The Business of Achievement honor is given to a business whose practices and standards embody the YWCA mission to empower women in our community. The nomination must be for a business. If you would like to nominate a business *owner/ individual*, we recommend nominating them in the Professional category.
* ***Unsung Hero/YWCA Honoree.***Having a direct association with the YWCA, this nominee exemplifies the YWCA Mission. This nomination is not gender specific.

**How do I submit a nomination?**

Nominations can be submitted January 1 – January 20, 2025, at 5:00 p.m. (nominations submitted after this time will not be accepted) through the YWCA Clinton website. [www.ywca.clinton.org](http://www.ywca.clinton.org)/woa For more information contact Sarah Salstrom at (563) 242-2110 Ext. 106 or development@ywcaclinton.org

**Do I have to use the online form to submit my nominee’s information?**

Yes. All nominations must be completed and submitted online. If you need assistance, contact Sarah Salstrom at (563) 242-2110 Ext. 106 or development@ywcaclinton.org

**Do I have to finish my nomination form in one sitting or can I “close out” and come back to finish?**

You should finish your nomination in one session. We recommend downloading the PDF of the questions and typing answers in a separate document. When you are ready to submit, copy and paste text into the form.

**When is the deadline for submitting a nomination for the 2024 WOA?**

The deadline for nomination is 5:00 p.m. on January 20, 2025.

**What if there isn’t a nominee for one of the categories?**

If no one is nominated for a specific category there will not be an honoree that year and/or the committee may suggest a nomination that fits into another category be moved by asking the nominator.

**What are some hints for writing a potential winning nomination?**

* The nominee should have a record of achievement and leadership in one of the seven categories.
* The nominee has made a difference or gone “above & beyond” that improves the quality of life for others.
* The nominee has a record of volunteering in either her community, church, school, etc. Include how her volunteer service has had an impact on the community.
* How many lives did she touch? What difference did she Make? Include dates, titles, and positions she has held in the organization.
* Describe current activities, including dates.
* Describe the length and breadth of volunteer service, including leadership roles.
* Does she have charisma? Does she motivate others to join her? Is she a catalyst for change?

**What if I have more information to write about my nominee, but there isn’t room to put it on the form?**

Please be concise and ***do not*** attach additional information; photos and scanned documents will not be accepted. Please do not send multiple forms. The total nomination should not exceed the equivalent of approximately 250 words per question.

**Can I nominate my candidate for more than one category?**

The nomination form requests the category in which you wish to nominate your nominee. There will be a place in the nomination form that will allow you to enter a second category should you feel your nominee applies in more than one category. The committee will reach out to suggest using the second category if there are less nominations in that category.

**Can I have more than one letter of support for my nominee?**

Only one letter will be shared for voting purposes.

**Who should I ask to write a letter of recommendation?**

Recommendation letters should be from someone that is not related to the nominee, expressing why they deserve being recognized as a Woman of Achievement. A colleague or manager as well as someone who has seen your nominee in another area of her life. For instance, a co-worker on a PTA committee, a scout leader, Pastor, etc.

**Can previous WOA recipients be nominated in another category?**

No, previous Woman of Achievement honorees may not be nominated again. However, a business (recognized under the business name) and a business owner (recognized under their personal name) could be separately recognized.

**How do I know if my nominee has already been named a WOA?** You can find an A-to-Z list of past Woman of Achievement honorees at www.ywcaclinton.org/woa.

**How are the Woman of Achievement Honorees selected?**

WOA Honorees are selected by a blind voting process. Voting will take place from February 1-15, 2025.

In all categories *other than* Young Woman of Achievement and Unsung Hero, past Woman of Achievement honorees and current YWCA Clinton Board of Directors are eligible to blind-vote.

Young Woman of Achievement nominations are voted on by area YWCA Executive Directors.

Unsung Hero nominations are voted on by current YWCA Clinton Board Members and current YWCA staff that have also been honored as past Woman of Achievement honorees.

**Do I include the nominee’s name as I answer the questions?**

No, because voting is blind, please remove allpersonally identifying references to the nominee. Example: Instead of the nominee’s name or place of business, use pronouns such as “she”, “her”, and “her place of employment”

**I am a past WOA, why didn’t I receive the email and/or letter inviting me to vote…**

If you are a previous recipient of a Woman of Achievement Award and did not receive a letter/and or email inviting you to vote, please make sure that you have provided us with your up-to-date contact information. Please also check your spam and email settings to ensure YWCA Clinton emails are amongst your trusted senders. If you need to update your contact information, or need a personal link to the voting page (as your firewall isn’t allowing our emails through) please contact Sarah Salstrom at 563-242-2110 x 106 or development@ywcaclinton.org.

**How will my nominee be notified that she is selected as a WOA?**

If your nominee is selected to be honored with this year’s award, we will contact you to let you know so that you may inform them. We will also call you if your nominee is not selected and do encourage you to re-submit in future years.

**When will the nominees be announced and celebrated?**

Woman of Achievement Awards will be presented to honorees at the 2025 Woman of Achievement Dinner on March 27, 2025 from 5:00 pm – 7:30 pm. Honorees will also be announced in the newspaper and via social media.

**Can I / Should I encourage others to vote for my nominee?**

No. Voting is a blind-voting process, based on merits in the nomination. Nominators should not share any information about their nomination to allow the blind-voting process to be upheld.

**If I have other questions, who do I contact?**

If you have any additional questions or need special assistance, please contact YWCA Development Coordinator Sarah Salstrom at (563) 242-2110 Ext. 106 or development@ywcaclinton.org