

**NOMINATION FORM
WOMEN IN BUSINESS AWARD
DUE FRIDAY, APRIL 23, 2010**

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or your nominee will not be considered.

Please mark the category for which you are nominating. Please note that it is possible your nominee may be honored in a different category (Please review the category descriptions and instructions). More than one person may be honored in each category.

- | | |
|--|---|
| <input type="checkbox"/> Outstanding Small Businesswoman | <input type="checkbox"/> Outstanding Corporate Woman |
| <input type="checkbox"/> Outstanding Non-Profit Executive Director | <input type="checkbox"/> Tami Ginsburg Award |
| <input type="checkbox"/> Outstanding Non-Profit Employee | <input type="checkbox"/> Outstanding Junior Businesswoman |
| <input type="checkbox"/> Environment/Energy Efficiency | <input type="checkbox"/> Empowerment Award |
| <input type="checkbox"/> Most Inspirational Award | <input type="checkbox"/> Woman in Law |
| <input type="checkbox"/> Woman in Science & Technology | <input type="checkbox"/> Woman in Arts & Entertainment |

I nominate the following person for a Women in Business Award

Title: *e.g., Mrs. Miss, Ms., Dr., Rev.*

Nominee's name: _____

Company or Nonprofit name (*if applicable*): _____

Address _____ City/Zip _____ (*Specify home or work*)

Office Tel. () _____ Home Tel. () _____ Cell () _____

FAX () _____ E-Mail _____

Ethnicity: (*Optional*) _____

NOMINATION MADE BY

Name: _____

Address _____ City/Zip _____

Office Tel. () _____ Home Tel. () _____ Cell () _____

FAX () _____ E-Mail _____

Please send this form to: Women in Business, c/o 710 S. Central Avenue, Ste. 310, Glendale, CA 91204, Telephone No: 818/409-0400, Facsimile no: 818/409-1256; Email: lena.kennedy@sen.ca.gov

THE RECOMMENDATION

In the space below, please describe in detail how the nominee has made a significant contribution in her field whether in the public or private sector; what makes her stand out, and in which specific field she has made her mark. The nominee must have provided exemplary service with an emphasis on measurable achievement. Nominees must have demonstrated innovation and entrepreneurship, have offered sustained and selfless service, or who have, in any way, enhanced the quality of life for others.

1. What type of work is the nominee engaged in and in what role(s) or area(s) has the nominee excelled? 150 words or less

2. How has the nominee's contribution impacted their field, community, group or society? 200 words or less

3. How has the nominee demonstrated service worthy of recognition and/or what makes this nominee stand out from others doing similar work? 200 words or less

4. BACKGROUND - *Optional*

You may provide a listing of positions held by your nominee which are relevant to the nomination along with dates of involvement for each position.

5. PUBLICATION- *Optional*

If selected – can your name and the honoree’s name be used in all publications? **YES** **NO**

FOR OFFICE USE ONLY:

Date received:

Date acknowledged:

NOMINATION FOR WOMEN IN BUSINESS AWARDS and GUIDANCE NOTES

Please keep this section for your records

Please clearly print or type the following details about the person you are nominating. You must ensure that all sections of this form are completed or your nominee will not be considered.

1. QUALIFICATION

Nominees **must** conduct business or live in at least one of the following communities within the appropriate Senate or Assembly District, which may include all or part of: Altadena, Arcadia, Atwater Village, Burbank, Chinatown, Duarte, Eagle Rock, East Hollywood, Echo Park, Encino, Glassell Park, Glendale, Griffith Park, Highland Park, La Cañada-Flintridge, La Crescenta, Lake Balboa, Los Feliz, Monrovia, Montrose, North Hollywood, Pasadena, Reseda, San Gabriel, Sherman Oaks, Silver Lake, South Pasadena, Studio City, Tarzana, Temple City, Toluca Lake, Valley Village or Van Nuys. To verify geographic eligibility, please follow this link: <http://192.234.213.69/lmapsearch/framepage.asp>.

2. WHO MAY MAKE A NOMINATION

Any person may nominate someone by completing a nomination form and forwarding it to Women in Business, c/o 710 South Central Avenue, Suite. 310, Glendale, CA 91204 or via Fax: 818/409-1256.

3. COMPLETING THE NOMINATION FORM

Please fill out the nomination form completely, following the instructions in each section. It is important that you explain how your nominee has contributed in her field, as opposed to just listing jobs or posts held. Please do not send in examples of the nominee's work (e.g. videos, photographs, books).

4. NUMBER AND TYPE OF AWARDS

Awards are given to women from all walks of life who have made a difference in their community. The number of awards available is limited; however valuable her service, not everyone can receive recognition. Please realize that an award will not automatically follow a submission.

5. TIMING OF NOMINATIONS

The deadline for the receipt of nomination forms is Friday, April 23, **no exceptions**. Judging may take up to a month. You will be contacted via phone if your nominee was selected. The nominee will then be called and sent a formal letter. You may be called to assist in obtaining materials or more information about the nominee.

6. UNSUCCESSFUL NOMINATIONS AND RE-NOMINATIONS

The office will notify you after the decisions are made. Please do not be discouraged if your nominee is not selected; these awards are offered every year. You may re-submit in a subsequent year.

7. CONFIDENTIALITY/PUBLICATION

All nominations are treated in the strictest confidence. The nominee should **not** be informed that she has been nominated, as it is not fair to raise expectations. ***The information contained in this nomination will be used for publications, press releases and websites.***

8. SUPPORT LETTERS

Letters of support are not necessary.

9. ACKNOWLEDGEMENT AND PROGRESS OF NOMINATIONS

Upon receipt of your nomination, you will receive an e-mail confirmation. While under consideration, you may be called if there are any questions concerning the merits of a particular nomination.

10. INQUIRIES

For further information relating to the Women in Business Awards, or to download applications, please go to the website www.sen.ca.gov/sd21, or call Lena Kennedy at **818/409-0400**.

**WOMEN IN BUSINESS AWARDS CATEGORY AND DESCRIPTION
NOMINATIONS**

Nominations are due by **Friday, April 23, 2010**, for the following twelve categories:

SMALL BUSINESSWOMAN OF THE YEAR:

A woman who owns or operates a small business, and has demonstrated exemplary skills and leadership in her field. A small business is defined as a business with annual receipts of \$500,000 or less, or having 500 or less employees.

CORPORATE WOMAN OF THE YEAR:

A female corporate employee, at any level, who has demonstrated exemplary skills and leadership.

NON-PROFIT EXECUTIVE DIRECTOR OF THE YEAR:

A female executive director of a non-profit organization who has demonstrated exemplary skills and leadership.

TAMI GINSBURG EMPLOYEE OF THE YEAR:

In memory of the 2002 winner in this category; previously named "Corporate or Small Business Employee of the Year."

A female employee, in any field and at any level, who has demonstrated exemplary skills and leadership.

NON-PROFIT EMPLOYEE OF THE YEAR:

A female employee of a non-profit organization who has demonstrated exemplary skills and leadership.

JUNIOR BUSINESSWOMAN OF THE YEAR:

An exemplary businesswoman, under the age of 35.

ENVIRONMENT/ENERGY EFFICIENCY:

A woman engaged in a business or non-profit organization that is making significant contributions to environmental preservation, waste reduction, energy efficiency, or alternative energy development.

EMPOWERMENT AWARD:

A non-profit organization or male or female-owned business that conducts exceptional outreach to women and has made a conscious effort to promote and provide high-level positions to women.

MOST INSPIRATIONAL AWARD:

A woman who has overcome serious obstacles on her road to become a leader in today's business community.

WOMAN IN LAW:

A businesswoman who has demonstrated exemplary skills and accomplishments in the field of law.

WOMAN IN SCIENCE & TECHNOLOGY:

A businesswoman who has demonstrated exemplary skills and accomplishments in a scientific or technological field.

WOMAN IN ARTS & ENTERTAINMENT:

A female employee or entrepreneur, at any level, who has demonstrated exemplary skills and leadership in the arts or the entertainment industry.

Questions? Contact Lena L. Kennedy at: lena.kennedy@sen.ca.gov.
Phone: (818) 409-0400, Fax: (818) 409-1256