

Tribute to Women Frequently Asked Questions

1. Can I nominate someone who was nominated in a previous year?

Yes, you can nominate a woman who was nominated in a previous year(s); however, she cannot be a past Award Recipient. If you would like to find out if the person you have in mind has been honored through a nomination and/or the award, please email Courtney King at c_king@ywcabristol.org or call 423.968.9444.

2. Can two organizations nominate the same person?

Yes, two organizations can co-nominate; please list both organizations on the nomination form.

We will not accept two separate nomination forms/essays, as this creates an unfair advantage. If this does happen, the YWCA will call the nominee and ask which nomination she would like submitted to the judges. Both organizations will be listed as the nominators in the instance she is chosen as an Award Recipient.

3. How do I submit a nomination?

Mailed or hand delivered: YWCA Bristol, 106 State Street, Bristol, TN 37620.

Email: Scan and send a copy to Courtney King at c_king@ywcabristol.org.

Online: visit www.ywcabristol.org; please save a copy of your essay questions for future reference.

4. Why does the nominee need to sign the form?

We require that all nominees sign off on the form to authorize their consent to be recognized and confirm the accuracy of the information submitted.

5. In reference to the online form, what is an e-signature? Is it okay for me to type in the nominee's name?

An e-signature is an electronic signature. By typing in the nominee's name, you are confirming that she has authorized you to recognize her and she approves of the information submitted.

6. How many honorees are there, and when will we know who's been selected?

Our out-of-state judges select 9 honorees, 3 in each category, and these Award Recipients will be honored at a formal awards banquet in May. The Award

Recipients will publicly be announced ahead of time through a region-wide publicity campaign in March and April.

7. What should I do if my nominee fits in two categories?

Choose the category that best fits her accomplishment and/or impact. Your nomination will be stronger if all your essay answers reflect and support the category you have chosen.

8. Will my nominee be recognized even if she doesn't receive an award?

Yes! Each nominee will receive a signed certificate from the YWCA.

9. How long should my essay answers be and in what format?

We ask that you answer each question in 300 words or less (1,200 words total), no smaller than 12 point type.

The format is really up to you. Strong nominations are ones that answer the questions in detail, creating a vivid overview with specific examples or illustrations of the nominee's contributions to her community.

10. Can I submit along with my nomination form, additional documents, such as a resume?

No, we ask that you do your best to portray your nominee's accomplishments in your essay answers.

11. Can my organization submit more than one nomination?

Yes, but please keep in mind that if the women are submitted in the same category, they will compete against each other.