|  |  |
| --- | --- |
|  | **NOMINATION GUIDELINES 2019****Please read the following very carefully…** |

**1 Nominating a Person for an Award**

The awards will be judged by panels of Rotarians throughout NSW, who are independent judges, and their decisions will be based purely on the information that you provide. Four (4) finalists will be chosen from each category, totaling 16 finalists to attend the Awards Ceremony; one winner will be announced for each Category; with two (2) from these four (4) winners judged by separate panels from the NSW District Governors’ team as the two (2) overall, the Young Inspirational Woman and the Inspirational Woman.

**2 \*\*Rotarian/Rotaractor women are ineligible to be nominated.**

**4 Nomination form -** Nominations ***must be submitted using the nomination form*** provided on this website

**5 Complete and submit**

**Nominations close at 5pm on Saturday, 27th July 2019**

 **as follows:**

**Preferred option – SUBMIT and lodge online here – please make sure that you receive a receipt**

**OR**

**EMAIL to:** **riwa@rotarydarlingharbour.org.au**

**OR**

**POST to**

**Rotary Club of Sydney Darling Harbour**

**GPO Box 3628**

**Sydney NSW 2001**

For advice/support at any time, contact - Dorothy – Dot – Hennessy – 0412 120 314 or by email.

**CHECKLIST** - the following is provided to assist with completing this nomination form. Remember it is the ***“Service Above Self”*** that is the criteria on which the nomination will be judged.

* CHECK the criteria and identify the category for your nomination
* WHY you think this woman should receive this award?
* HOW long has your nominee performed these inspirational characteristics or acts?
* WHAT is her current role? Describe what she does, eg where she started and what she is currently doing? – **ADD** any details/points about any other organisations in which she is involved – can be any community organisation such as school P and C, sporting team/s; Surf Life Saving, etc.
* WHERE – provide details of where the nominee has performed these inspirational characteristics/acts.
* WHO – details about the people she serves with, especially the community that she is involved – refer to/cross-reference with WHAT – **ADD**, above.
* WHICH – inspirational acts do you want to highlight? Summarise, the important points/reasons.
* **Rotarian/Rotaractor women are ineligible to be nominated.**
* Download a copy of the nomination form; complete and upload by the closing time/date. Attachments 1-2 pages only. Please retain your copy for your own records.
* **The finalist must attend the Awards Ceremony.**

**NOTE** – Nominations and attachments ***will not be*** returned to the sender. Only successful nominees who are finalists will be notified.

**Nominations close at 5pm on Saturday, 27th July 2019**

**Finalists will be announced on Thursday 22 August 2019\***

**\*May need to be varied subject to availability of key guests**

***Thank you for your interest/support:***



***Rae-Anne Medforth***

Chair

Rotary Inspirational Women’s Awards (RIWA)

Phone 0411 054 119

Email – riwa@rotarydarlingharbour.org.au

**Nominations close at 5pm on Saturday, 27th July 2019**

**NOMINATION PACK/ FORM**

### PART 1 – NOMINATOR’S DETAILS - Mandatory

*Please provide us with sufficient information for us to be able to contact you should it be necessary to clarify or gain further details about your nomination. Your identity will be kept confidential to the judging panel.*

|  |  |
| --- | --- |
| ***Your full name******(Mandatory)*** |  |
| ***Preferred Contact Phone Number/s (Mandatory)*** |  |
| ***Email address******(Mandatory)*** |  |
| ***Relationship to Nominee******(Optional)*** |  |
| ***Residential Address*** |  |
| ***Postal Address*** |  |
| ***Are you a Rotarian – Circle******If yes, insert name of Rotary Club*** | Yes No Name of Rotary Club |
| ***Does your nominee know you are submitting this nomination*** | Yes No |
| ***Should your nominee be chosen as a finalist – will you let her know you nominated her?*** | Yes **No** |
| ***Should your nominee be successful would you be willing to assist with Travel and accommodation expenses*** |  |
| ***How did you find out about these Awards?*** |  |

**PART 2** – CATEGORY AND DETAILS OF THE PERSON BEING NOMINATED - Mandatory

**\*\*Rotarian/Rotaractor women are ineligible to be nominated.**

*Please provide us with sufficient information for us to be able to be clarify the nominee’s current role to separate/determine inspirational characteristics, service and behaviours which provide reassurance and improves the quality of life in their community?*

*CATEGORY – one (1) only to be selected – check criteria carefully. A nominee will only be recognised for one award/category.*

|  |  |
| --- | --- |
| ***Select the Category for this nomination*** | ***Inspirational over 30 OR Young – 18-30 years*** |
| ***Rural Category******Nominee must reside in a Rural Area – defined as outside the cities of Local Government Areas of Sydney, Wollongong, Newcastle, Canberra OR outside 100km of Sydney CBD; 50km of each of the others above mentioned*** | * Inspirational Woman
 |
| * Young Inspirational Woman
 |
| ***City /Urban Category-*** ***Nominee must reside in a City/Urban area – defined as inside the cities of Local Government Areas of Sydney, Wollongong, Newcastle, Canberra OR outside 100km of Sydney CBD; 50km of each of the others above mentioned*** | * Inspirational Woman
 |
| * Young Inspirational Woman
 |

***NOMINEE’S DETAILS***

|  |  |
| --- | --- |
| ***Nominee’s full name******(Mandatory)*** |  |
| ***Preferred Contact Phone Number/s*** ***(Mandatory)*** |  |
| ***Email address******(Mandatory)*** |  |
| ***Residential Address*** |  |
| ***Postal Address*** |  |

### Part 3 – COMMUNITY – ‘Service Above Self’ - Mandatory

*\** ***Maximum 500 words***

*Provide as many details and/or as much information as possible within the space provided about why**this nominee is being put forward and how this person has served her community over and above her usual job/role*. Listing in point form is acceptable, it tends to separate and highlight the information you are presenting.

***REFER to Nomination Information CHECKLIST***

*Please note this is VITAL - what you can tell the judging panel is what they use to make their decision.*

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**Before submitting your nomination, please…read, check, edit, complete and submit as follows:**

**1 Preferred option – SUBMIT and lodge online here – please make sure that you receive a receipt**

**OR**

**2 EMAIL to:** **riwa@rotarydarlingharbour.org.au**

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