



## The ATHENA Award Program®

*Supporting, developing and honoring women leaders.*

*Inspiring women to achieve their full potential.*

*Creating balance in leadership worldwide.*

### ATHENA Application Package

The ATHENA Award is presented to an individual (man or woman) who is recognized for professional excellence, for providing valuable service to their community and for actively assisting women in the attainment of their professional goals and leadership skills.

#### Criteria for Oakville ATHENA Award

Nominees must fit **ALL** four criteria:

- The individual demonstrates excellence, creativity and initiative in their business or profession
- The individual provides valuable service by contributing time and energy to improve the quality of life of others in the community
- The individual actively assists women in realizing their full leadership potential
- The individual either lives or works in Oakville (working more than 20 hours/week in Oakville; work can be paid or unpaid)

Nominees cannot be a member of ATHENA Oakville, past recipient or be a sponsor of ATHENA Oakville.

## **Expectations of Nominees**

1. All nominees will be asked to participate in a short interview taped by Cogeco Cable TV and which may form part of the selection process. These interviews will be aired on Channel 23 prior to the award event and extracts shown at the ATHENA Award Gala Celebration.
2. Information from the nomination package submitted will be used to develop a profile of the nominee. This profile may appear in the *The Oakville Beaver* in the Fall.
3. Photographs will also be scheduled if necessary.
4. A special event is held prior to the Gala Celebration to introduce the nominees to each other and to prior nominees and past recipients.

## **ATHENA Award Recipient**

In addition to receiving the ATHENA sculpture, the ATHENA Award Recipient may attend the International ATHENA Conference.

The International Conference is held in April/May of each year and brings participants together from across North America to learn more about leadership. To learn more about the conference, go to the ATHENA International website at [www.athenafoundation.org](http://www.athenafoundation.org)

## **ATHENA Award Gala Celebration**

The ATHENA Award Gala Celebration will be held in October. All nominees and sponsors are invited to attend a special reception prior to the ATHENA Award Gala Celebration.

Nominees are also encouraged to bring their family and friends to the event to join in the celebration.

Tickets will be available from the Oakville Chamber of Commerce on their website, or @ 2521 Wycroft Road – Oakville or call phone (905) 845-6613 for more information and check our website to email us for more information at [athenaoakville@live.ca](mailto:athenaoakville@live.ca)

**"What is honoured in a country  
will be cultivated there."**

**Plato**

## Getting started

In preparing your nomination package, we recommend you download the following:

1. Application package
2. Selection process
3. Frequently asked questions.

## Five steps to submitting a nomination

There are five steps to submitting a nomination.

1. First you need to check and confirm that your nominee is in agreement with the nomination.
2. Next talk to people who know your nominee. Find out if they would be prepared to write a letter of reference. Note, only **three** letters of reference can be submitted. Their relationship to the nominee should be defined in the letter, as well as how long they have known the individual. You may want to select people who know your nominee in different capacities.
3. Ask your nominee to prepare a **two-page** resume summarizing his or her career, highlighting any awards received and community involvement
4. Describe how your nominee fits the criteria for the ATHENA Award by answering the questions provided. Please confine your answers to **two pages**, size 12 font.
5. Complete the Nomination Form, which has to be signed by both the Nominator and Nominee and attach to the material collected above.

## Deadline

The deadline for nominations is **May 31st, 2010**. Completed nomination packages should be forwarded to:

ATHENA Oakville,  
1112 Montgomery Drive,  
Oakville, Ontario  
L6M 1G1

**2010 ATHENA Oakville Award**

**Nomination Form**

**NOMINEE**

Name of Nominee: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Home Address: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominee

**NOMINATOR**

Name of Nominator: \_\_\_\_\_

Company: \_\_\_\_\_

Address: \_\_\_\_\_

\_\_\_\_\_ City \_\_\_\_\_

Postal Code: \_\_\_\_\_ Phone: \_\_\_\_\_

Email address: \_\_\_\_\_

\_\_\_\_\_  
Signature of Nominator

**Please attach this form to your nomination package**

## **Tell us about your nominee**

Make sure you answer **all** the questions, and in the order presented below.

### **Assisted women in achieving their leadership potential**

1. How has your nominee supported the advancement and leadership potential of women? What impact has your nominee's leadership had on women and/or girls?

### **Business accomplishments**

2. How has your nominee achieved professional excellence or demonstrated creativity and innovation in the workplace? How has the nominee made an impact in his/her chosen field?

### **Community service**

3. How has your nominee given back to the community? Indicate the scope of activity and time of involvement? (for example, boards, charity work, the arts, education, faith-based.) List any leadership roles.

### **Other achievements**

4. Has your nominee received any awards or honours for service to profession, industry or community?
5. Add any other information you feel is important in our consideration of your nominee.

This information should be provided on two pages (8 ½ x 11, size 12 font).

#### **Tip:**

As you prepare your answers, you may want to check the selection criteria used by the Selection Committee. It will give you some sense of the qualities and expertise expected of an ATHENA recipient.

This is a **leadership** award and we are therefore looking for examples of leadership in the workplace, the community and most especially in mentoring women to assist them in achieving their leadership potential.

## **Nomination check list**

Have you included in your nomination package

- Nomination form, signed by both nominator and nominee
- Up to three letters of reference
- Two page resume of nominee
- Two page summary of why your nominee fits the criteria
- A 100 word write up about your candidate's strengths, which will be published in the local paper.

Send package to:

1112 Montgomery Drive,  
Oakville, Ontario  
L6M 1G1

Please note, this is a postal box address.

**Deadline is May 31<sup>st</sup>, 2010**

