



# Minnesota Women of Today

## Key Woman Nomination

Form must be typed and used as is. Do not alter space allotted for each item. Form may be retyped on a computer but spacing must not be changed; Word format must be 10 point or above. **Nominee requirements: 1) Member in good standing, 2) Member of Women of Today or Jaycee Women at least four years, 3) Served as chapter officer, district officer and/or on Executive Council for a minimum of two (2) years. Nomination requirements: (1) Please attach three (3) letters of recommendation. Follow criteria below for nomination letters. (2) Submit one (1) entire entry by mail or email to Key Woman President at [keywomen@mnwt.org](mailto:keywomen@mnwt.org) or do electronically using online form, seven (7) weeks prior to presentation. Trimester deadlines available. (3) Enclose check for \$50.00 made payable to Key Women Club, for each entry.**

Print Nominee Name \_\_\_\_\_

Address \_\_\_\_\_ Phone \_\_\_\_\_

City \_\_\_\_\_ State \_\_\_\_\_ Zip \_\_\_\_\_

Present Chapter of Nominee \_\_\_\_\_ District \_\_\_\_\_ Date Joined \_\_\_\_\_

Other Chapters Belonged To and Dates \_\_\_\_\_

Nominee Marital Status \_\_\_\_\_ Spouse Name, if applicable \_\_\_\_\_

Children Names and Ages, if applicable \_\_\_\_\_

\_\_\_\_\_

Nominee Occupation \_\_\_\_\_

Name of Nominating Chapter \_\_\_\_\_ District \_\_\_\_\_

Print Nominating Chair or Local President Name \_\_\_\_\_

Address \_\_\_\_\_

Email \_\_\_\_\_ Phone \_\_\_\_\_

When you would like presentation to be made \_\_\_\_\_

Name as it should read on the plaque \_\_\_\_\_

Endorsement by nominator or local chapter

I hereby attest that all information provided in this nomination is reliable and true to the best of my knowledge.

Nominator or Local President Signature \_\_\_\_\_

Endorsement by nominee local chapter if nomination is from other than her local chapter

I hereby attest that our chapter endorses the nomination of the above-named nominee.

Local President Signature \_\_\_\_\_ Chapter \_\_\_\_\_

**Nomination Letter Requirements:** Three (3) letters of recommendation must be submitted with the Key Woman application. The first letter to be submitted on behalf of the chapter. The second and third letters to be from members who have supervised, been supervised by or served as an officer with the nominee or from another Key Woman. At least one of these letters must be from a member outside of the nominating chapter.

1. Local Meetings

List the meetings nominee has attended since joining; you may give an average or percentage.	Number held	Number attended
Chapter Meetings		
Chapter Board Meetings		

2. Local offices held and dates

3. List major local chairmanships of projects, programs and/or standing committees held by nominee and dates

4. District Meetings

List the meetings nominee has attended since joining; you may give an average or percentage.	Number held	Number attended
District Meetings		
District Board Meetings		

5. Area Meetings

List the meetings nominee has attended since joining; you may give an average or percentage.	Number held	Number attended
Area Meetings		

6. List district offices held and dates

7. List district chairmanships of projects, programs and/or standing or study committees held by the nominee and dates

8. State Meetings

List the meetings nominee has attended since joining; you may give an average or percentage.	Number held	Number attended
State Meetings		

9. List state offices or program manager positions the nominee has held and dates

10. List state committees the nominee has served on and the dates

11. National Meetings

List the meetings nominee has attended since joining; you may give an average or percentage.	Number held	Number attended
National Meetings		

List the national conventions attended and dates.

12. List national offices or program manager positions held and dates: (You may include any national committee memberships in this section.)

13. What lasting and unique contributions did the nominee make to the development of her local **chapter**? (i.e.: consider chapter management membership, internal or external programming, new projects or improvements to the local chapter initiated by the nominee)

14. What lasting and unique contributions did the nominee make to her **district**?

15. What lasting and unique contributions did the nominee make to the **state** organization and/or how has she utilized the opportunities provided by the state organization? (i.e.: if she was a state officer or program manager, what were her contributions? - how did she involve people in the state organization meetings and programs?)

16. How has the nominee utilized the opportunities provided by the **national** organization?

17. How has the nominee utilized the opportunities provided by our organization for **involvement** and **personal growth**?

18. Please make a final **summary statement** clarifying why your chapter feels that this Woman of Today is a Key Woman.