



**Zonta's 2010  
Women of Achievement Awards  
Sponsored by the Zonta Club of Brampton-Caledon**

February 2010

Dear Nominator:

The Zonta Club of Brampton Caledon is pleased to announce that nominations for Zonta's 2010 Women of Achievement Awards are now being accepted. The awards will be presented at the Women of Achievement Gala to be held Thursday, November 18<sup>th</sup>, 2010 at the Pearson Convention Centre, 2638 Steeles Avenue East, Brampton.

Our purpose is to recognize women who are outstanding because of their commitment to, and their success in advancing the status of women in our community and beyond. As is evident from past honorees, these women are inspirational role models who deserve to be recognized and lauded for their efforts and contributions.

In preparation for the awards presentation, we are inviting you to nominate women in the Brampton-Caledon community who, through their own initiative, ability and effort, have made an exemplary contribution to the community, their profession and/or their passion. Nominations for the awards are being sought from within Brampton and Caledon to recognize these women of achievement.

A nomination form is enclosed along with an explanation of the categories, general guidelines and information on the event. All nominations will be submitted to an independent selection committee comprised of members of the community, appointed by the Zonta Club of Brampton-Caledon.

Your contribution to the nomination process and support of these women at the Gala event is greatly appreciated. We look forward to an enjoyable evening of celebration. Details of the evening are included in this package.

Please do not hesitate to contact us if we can be of assistance in the submission of a nomination.

Sincerely,

**Shirley Hall**

Chair, Zonta's 2010 Women of Achievement Awards Steering Committee

## **Zonta's Women of Achievement Awards** **Sponsored by the Zonta Club of Brampton-Caledon**

The Zonta Club of Brampton – Caledon Women of Achievement Awards recognizes women from the Brampton-Caledon area, who motivate us and who are the leaders in our homes, businesses, schools and communities. In so doing, we remember the enduring and courageous visionaries of the past, we celebrate the women who are changing the way we live today, and we recognize those who inspire our future leaders for a better tomorrow.

Women of Achievement Awards are considered for those individuals who continue to make outstanding contributions to advance the status of women in following **categories**:

- **Arts and Culture**: recognizes the achievement of excellence in, or significant contributions to the performance, development, preservation or patronage of the visual, literary, performing, entertainment or creative arts and/or has made significant contributions to the preservation, awareness, research and/or development of the cultural heritage of a community or other group.
- **Business/Professions and Trades**: recognizes those leaders who successfully inspire and motivate positive changes in their profession, trade or workplace and/or who have provided an example for others to follow, through the creation and operation of a successful business that benefits the community.
- **Health, Science and Technology**: recognizes excellence and significant contributions through either research or application to any science, pure or applied, for technological advancement in any field that will lead to improvement of the community.
- **Education, Training and Development**: recognizes the valuable contributions in any learning environment through teaching, training specialized instruction, research, development or administration and/or achievement in education and development, continuing education, or alternative learning programs.
- **Sports, Wellness and Healthy Living**: recognizes outstanding accomplishments and achievements through participation and/or leadership in fitness, well-being, sports, recreation, active hobbies or healthy living and/or serving the emotional, physical or spiritual well-being of individuals or the community, through personal or professional service, leadership or education
- **Community Service**: recognizes outstanding leadership through inspiration and example to others through involvement in social services, human rights, labour, women's issues, action programs and/or service clubs. These achievements have enhanced the quality of life in their community primarily through volunteer contributions. Although nominees in this category may be employed in another field, selection is based on their voluntary work only.

**AND**

- **Young Woman of Achievement**: recognizes a young woman between the ages of 18 to 25 who volunteers her time, inspires other women and girls, and is a role model to her peers.

## SELECTION PROCESS

The Selection Committee is composed of five independent citizens from the community. They are chosen because they are strong representatives of at least one of the award categories. They receive each nominee's submitted documentation as it was presented to the Women of Achievement Committee. They are also given the complete criteria and the scoring system to be used. The Selection Committee base their decisions exclusively on the letters and other information submitted in the package. The package is broken into two sections for judging purposes:

The first section for review is the nominee's eligibility within the category for which they have been nominated. The review is based on the letters of Introduction and Support as to how the applicant has demonstrated that she has fulfilled the requirements of the category in which she is nominated. This section has a value of 50% of the overall score or 100 points.

The second section is 5 specific criteria questions that also have a value of 100 points in total. Each nominee is evaluated for their:

- Originality, innovation, excellence or effect of their contribution
- Personal integrity, leadership ability, dedication and/or perseverance
- Public support and/or peer recognition of their achievement or contribution
- Impact on, and contribution to, the Brampton - Caledon community, profession or field of endeavour

***The three Nominees receiving the highest scores will be honoured as the Women of Achievement Award recipients. Only one recipient per category will be awarded.***

***The Young Woman of Achievement will be awarded.***

All nominations will be treated confidentially. Nominators may be contacted to confirm the appropriate category and/or to clarify information provided in the nomination form. The names of the Zonta Club's Women of Achievement Awards recipients will be kept strictly confidential until announced at the Awards Gala.

## NOMINATION GUIDELINES

### **Nominee Qualifications / Information**

- The nominee must be female and living at the time of nomination.
- The nominee need not be a resident of Brampton/Caledon at the time of the nomination, but must be closely identified with Brampton/Caledon and be recognized for contributions to the Brampton and/or Caledon community.
- Note: Women who currently hold elected public office are not eligible for any nomination.
- Previous recipients of a Zonta Women of Achievement Award may be re-nominated in a different category or, after a significant new achievement, in the same category in which they were a former recipient.
- Previous nominees may be re-nominated.
- All nominees must consent by their signature on the nomination form. This includes authorization to publish their names, photographs and biographies.

The media may request photos, biographies or interviews with Nominees or Award Recipients. The Zonta Club will not provide Nominees personal contact information directly to the media or government officials, but will contact the Nominees or Award Recipients to forward any media interview requests.

## **Nominator Qualifications**

- Individuals, male or female, may nominate deserving women in any category, but not more than one woman per category.
- The nominator must not be a member of the Zonta Club of Brampton-Caledon Women of Achievement Steering Committee or of the Selection Committee.

## **Steps to completing a Nomination**

- Step 1 – Secure the Nominee's approval to be nominated.
- Step 2 - Complete Section 1 – the Nomination Form in this nomination package.
- Step 3 – Provide a letter of introduction about the nominee (must be written by the nominator). Use a separate sheet of paper and be no longer than one page in length.
- Step 4 – Complete Section 2 – the five criteria questions.
- Step 5 - Provide letters of support (no fewer than two and no more than five), indicating public or peer recognition of the nominee's contribution or achievement. Please DO NOT attach any award certificates, newspaper clippings, CDs, etc. All support letters MUST include the contact information of the person writing the letter in the event there is a need for corroboration. All letters MUST NOT be form letters and MUST be signed by the writer.
- Step 6 - Provide a short biography of the Nominee (100 - 200 words maximum) for the purpose of media and program use.
- Step 7 – Provide one photo that is a head shot.
- Step 8 – Both nominee and nominator must sign the nomination form.
- Step 9 – Mail the completed nomination as per the instructions at the bottom of the Nomination Form.

Additional information:

1. Submit the original nomination form and originals of all letters and other supporting documents, and keep a copy for your records.
2. The complete nomination submission must be on 8.5" x 11" paper only.
3. The Selection Committee may reclassify a nominee to a more appropriate category.
4. Awards will not be made in every category. A maximum of three awards will be presented PLUS one for a Young Woman of Achievement.
5. A description of the nominee's contributions and/or achievements, as related to her nomination category will be covered in the answering of the five criteria questions as mentioned in Step 4 above. Resumes may be included.

Contact for Questions and/or clarifications:

Shirley Hall  
(416) 254-8602  
[hallshirley@rogers.com](mailto:hallshirley@rogers.com)

For information about Zonta or a copy of the Nomination Package:

[www.zontabramptoncaledon.com](http://www.zontabramptoncaledon.com)



## NOMINATION FORM

Please complete the Nomination Form using the guidelines provided above.

### Nominee Information

<b>CATEGORY</b>	
<input type="checkbox"/> New nomination	
<input type="checkbox"/> Re-nomination from _____ (year)	
<input type="checkbox"/> Young Woman of Achievement ( <i>nominees must be between the ages of 18-25 as of Nov. 18, 2010</i> )	
<b>Name</b> (Miss/Ms/Mrs/Dr)	
<b>Title:</b>	
<b>Organization/Company</b>	
<b>Business Address</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Phone (Bus):</b>	
<b>Email:</b>	
<b>Home Address</b>	
<b>City:</b>	
<b>Postal Code:</b>	
<b>Phone (Home):</b>	
<b>Phone (Mobile):</b>	
<b>Email:</b>	

I consent to my nomination and have reviewed the submission for the Zonta Women of Achievement Awards. I understand attendance at the Awards event is required. I give consent for my name, photograph and biography to be published in the media in connection with these Awards.

\_\_\_\_\_  
**Nominee's Signature & Date**

### Nominator Information

<b>Name</b> (Miss/Ms/Mrs//Mr/Dr)
<b>Title:</b>
<b>Organization/Company</b>
<b>Business Address</b>
<b>City:</b>
<b>Postal Code:</b>
<b>Phone (Bus):</b>
<b>Phone (Home):</b>
<b>Phone (Mobile):</b>
<b>Email:</b>

#### CHECK LIST:

- Nomination Form
- Letter of Introduction (by the Nominator)
- 5 criteria questions completed
- Letters of support (2 - 5 letters)
- Short Biography of the Nominee (100 – 200 words)
- Photo to be used for publication (Head Shot)

I hereby declare the information contained in this nomination to be true to the best of my knowledge.

#### Nominator's Signature & Date

I heard about Zonta Women of Achievement Awards via (*please check all that apply*):

- Brampton Guardian
- Zonta website
- Mailing
- Other media advertisement/article (specify) \_\_\_\_\_
- Other (specify) \_\_\_\_\_

Enclose this form with all required nomination submission information (please refer to the website for the Nomination Package) and mail all originals (all documents must have original signatures) to:

**Nominations, 305 Mill Street S, Brampton, ON, L6Y 1V1**

For more information: [www.zontabramptoncaledon.com](http://www.zontabramptoncaledon.com)

Deadline for nomination submissions is October 1, 2010 at 5:00 p.m. Completed submissions must be received no later than the deadline. Late or incomplete nominations will not be considered.

All nominees are expected to attend the Awards Gala on November 18, 2010 and are required to be at the Pearson Convention Centre by 5:30 pm at the latest.

## Section 2 – CRITERIA QUESTIONS

Please answer the following five criteria questions within the word counts specified.

Answers in point form are acceptable.

<p><b>Consider the following when responding to the questions below:</b></p> <p><b>CONTRIBUTION TO ZONTA MISSION</b></p> <ul style="list-style-type: none"> <li>how has your nominee made a contribution as a role model or mentor for other women</li> <li>how have your nominee's activities, whether professional, volunteer or personal, provided support and encouragement for female colleagues and successors</li> <li>in her category, how has the nominee demonstrated vision and leadership in affecting change or raising awareness of women's issues</li> <li>how has she affected change for women and girls either directly or by example and how has she raised awareness of issues affecting women</li> </ul> <p><b>CONTRIBUTION TO THE WELL-BEING OF THE COMMUNITY</b></p> <ul style="list-style-type: none"> <li>what is the depth and breadth of your nominee's professional, volunteer or personal activities in the community</li> <li>how has she significantly enhanced the lives of people in the community, both locally and in the larger community</li> </ul> <p><b>VOLUNTEER/COMMUNITY SERVICE</b></p> <ul style="list-style-type: none"> <li>description of activities</li> <li>mentoring/leadership roles</li> <li>quality of experience</li> <li>quantity of time</li> <li>initiative demonstrated</li> <li>contribution to the community</li> </ul>	
<p><b>1. How does your nominee demonstrate her commitment to improving the lives of women and/or girls?</b></p>	<p>(400 words maximum) 25 points</p>
<p><b>2. Why is your nominee recognized as a Door Opener and/or Role Model? A Door Opener helps women to achieve greater independence &amp; success in traditional and non-traditional careers; a Role Model leads by example, mentoring and educating.</b></p>	<p>(150 words maximum) 20 points</p>
<p><b>3. What specific impact has the leadership and/or advocacy activities of your nominee had on other women and/or girls?</b></p>	<p>(150 words maximum) 20 points</p>
<p><b>Consider also the following when responding to the questions below:</b></p> <p><b>INDIVIDUAL ACHIEVEMENT</b></p> <ul style="list-style-type: none"> <li>demonstrate, with examples, that your nominee's abilities are well-respected and recognized by her peers</li> <li>how is her performance outstanding or unique - include such things as breaking new ground or old barriers, formal recognition of her achievement in this category, making a distinct difference and/or coming up with creative solutions</li> <li>are there any professional or personal challenges or obstacles she has overcome?</li> </ul> <p><b>DESCRIPTION OF EXPERIENCE</b></p> <ul style="list-style-type: none"> <li>is it professional and/or specific to the category</li> <li>the extent of the experience (i.e. number of years, innovative participation)</li> <li>achievements/significant contributions to the category/profession</li> <li>qualifications for the category</li> <li>mentoring/leadership roles</li> <li>self development – updated, expanding, enhancing</li> <li>contributions made to advance the status of women in the category/profession</li> <li>barriers to success overcome</li> <li>volunteer work related to activities that enhance the community</li> </ul>	
<p><b>4. How has your nominee broken new ground or removed barriers?</b> Has she been an agent for change in a particular environment or has she made an impact in her chosen field of endeavour?</p>	<p>(150 words maximum) 20 points</p>
<p><b>5. How has your nominee shown commitment to equity across barriers including gender, race, age, ethnicity, socio-economic status, sexual orientation, and/or disability?</b></p>	<p>(150 words maximum) 15 points</p>

## Tips on Writing a Letter of Introduction / Support

**IMPORTANT:** When writing *your* letters of introduction / support please keep in mind that the Selections Committee will base their decisions exclusively on the letters and information submitted.

On a separate sheet, please write a letter of introduction / support for your nominee. It must be no longer than one typewritten page.

Please ensure your letter includes *your* signature and your contact information - **any letters of support without this information will be excluded from the package.**

Consider the following questions as guidelines for content:

- ✓ Describe the nominee's accomplishments, as relevant to the category in which she is nominated
- ✓ What impact has been felt in our community, or in larger society, by the achievements and contributions of the nominees For instance, has she helped us change the way we think about issues or solve problems? Has she altered the way we look at justice, discrimination, or barriers to opportunity?
- ✓ How has the nominee influenced her profession? For instance, has her work led to new discovery or innovative technology, created easier access to a career opportunity for others, or affected the work environment in a positive way?
- ✓ Has the nominee over come obstacles or barriers in order to achieve success?
- ✓ How has the nominee demonstrated her commitment to the Brampton-Caledon and area community?
- ✓ What makes the nominee a good role model or mentor
- ✓ How has she demonstrated peer influence or leadership abilities; how do her actions show the promise of future contributions to the Brampton-Caledon and area community?

**Support your nominee!**

**Please call: 905-866-6616 for ticket information.**

Additional forms and information available at: [www.zontabramptoncaledon.com](http://www.zontabramptoncaledon.com).

## Brampton-Caledon Women of Achievement

YEAR	AWARD RECIPIENT	CATEGORY	GUEST SPEAKER
2009	Nancy Barry Valerie Davis Jennifer Evans	Education, Training and Development Community Service Business, Professions & Trades	Margaret Wallis-Duffy 2008 Women of Achievement Award Recipient
2008	Margaret Wallis-Duffy Joan Hamilton Michele Darling	Sports, Wellness and Healthy Living Education, Training and Development Community Service	Rosanne Filipe Sheridan College Award Recipient
2007	Janet Biggart Maria Britto Dr. Fae Samuels	Business Community Service Education, Training & Development	Sally McNeill VP Hewlett-Packard
2000	Dixie Chard Susan Fennell Susan Best Sarah Wickens	Business, Professions & Trades Sports, Fitness & Recreation Health, Science & Technology Young Women's Leadership	Ingrid Schumacker Chum FM
1998	Cassie Campbell Lynda Palazzi Lanny Scholes Cheryl Somerville	Sports, Fitness & Recreation Education, Training & Development Business, Professions & Trades Young Women's Leadership	Diane Dupuy Famous People Players
1996	Agnes Kern Donna Madill	Community and Public Service Health	Ann Medina Broadcaster, Journalist
1994	Rhoda Begley Linda Reid Joyce Jackson Susan Burns Carol Speers Kate Taylor	Community and Public Service Community and Public Service Health Health Education Arts and Culture	Dian Cohen Financial Sector Economic Policy
1992	Wendy DeGraff Beryl Ford Blondina Matheson	Sports, Fitness & Recreation Community and Public Service Health	Isabel Bassett TV & Film Producer
1990	Dianne Warriner Kathleen Haswell Diane Bridges	Sports, Fitness & Recreation Community and Public Service Business & Professional	Mavis Wilson MPP
1988	Eunice Cation Laurie Graham Ruby Wilson	Business & Professional Sports, Fitness & Recreation Volunteer	Jane Papino Lawyer Social Activist
1986	Dorean Boss Jo-Anne Robertson Dianne Sutter	Culture Volunteer Business & Professional	Judy Brandow Editor in Chief Canadian Living Mag.
1985	Doreen Leithwood Mary Cummins Gina Osborne	Business & Professional Education Humanitarian	Maureen McTeer Author Ethics/Integrity, Law, Women in Society
1984	Ruth Sharpe Ruth Matheson Florence Chinn	Volunteer Business & Professional Culture	Chaviva Hosek Academic, Feminist and former Politician