

2012

NOMINATION INSTRUCTIONS

It's time to begin the 2012 search for 5 of Saratoga County's most dynamic women leaders. The Top 5 Women of Influence awards will honor women who have been making headlines in their fields.

Saratoga TODAY is looking for candidates who share a commitment to business growth, professional excellence and to the community – women who are shaping the future of Saratoga County. To nominate yourself or someone else, please follow the instructions on the following pages.

NOMINATION DEADLINE: March 19, 2012

Saratoga TODAY's Top 5
Women
of Influence

SARATOGA
TODAY **EVENTS**

5 Case Sreet
Saratoga Springs, NY 12866
(518) 581-2480

SELECTION CRITERIA

Entries must meet initial selection criteria to be considered for an award.

- Must be a female resident of Saratoga County or employed in Saratoga County
- May be self-nominated or nominated by another person
- Cannot be a member of the judges' panel or a member of the judges' immediate family
- The focus of the Top 5 Women of Influence Award is to honor women who stand out or excel in their areas of expertise.

COVER PAGE

Each nomination should include a cover page. Please include as much of the following information as possible, in the order presented.

Nominee

- Name
- Current position
- Company
- Address
- Daytime phone number
- Email address
- Length of employment
- Size of organization
- Whether she is an owner or co-owner
information holds no weight in
- Marketing/PR contact name and email

Nominator

- Name
- Title
- Company
- Daytime phone number

Please note that the nominator's
of the organization the judging
process.

BIOGRAPHICAL PROFILE

The judges will concentrate on three areas with particular emphasis on recent accomplishments.

Ideally, nominations will include information from all three categories below, using all headings (I, II, III) as illustrated. Under each heading we have included a sample outline to help you begin the process.

I. PROFESSIONAL ACCOMPLISHMENTS

This is the individual's level of achievement within her company, industry and economic region. Examples may include but are not limited to:

- A description of the nominee's most significant professional accomplishments
- Organization where nominee works and has worked, important dates, titles and responsibilities
- Licenses, degrees (please list names of universities/institutions), areas of professional expertise
- Honors and awards (list dates, etc.)
- Special skills and abilities

II. COMMUNITY INVOLVEMENT

List past and present community involvement activities in which the nominee and/or her business is or has been involved and describe the extent of the involvement. Examples may include but are not limited to:

- Honors and awards received (list dates, nature of award, etc.)
- Past and/or present active involvement in community organizations where the nominee has made a significant difference. Explain the nature of involvement and list dates of involvement, contact person and phone number.

III. ADVOCACY FOR WOMEN

Demonstrate individual's impact and success within her company, industry and economic region as it relates to but is not limited to:

- Supporting personal or professional growth
- Roles in decision-making and extent of these roles
- Demonstration of positive growth trends, programs, products/services, profits
- Examples of professional creativity and innovation
- Overcoming professional obstacles

Cover the above areas with sufficient detail while remembering the two-page limit.

Questions about the Top 5 Women of Influence Award and the nomination procedure should be directed to Chad Beatty at cbeatty@saratogapublishing.com or (518) 581-2480

**ALL ENTRIES MUST BE RECEIVED BY 5 P.M.
ON MONDAY, MARCH 19, 2012.
NO EXTENSIONS, NO EXCEPTIONS.**

The Top 5 Women of Influence Awards will be presented to honorees on May 16, 2012.

PLEASE MAIL COMPLETED PACKAGES TO:

Saratoga TODAY
5 Case Street
Saratoga Springs, NY 12866
or email to cbushee@saratogapublishing.com

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