

**2013
TORCHBEARER AWARDS**

NOMINATION PACKET

INDIANA COMMISSION FOR WOMEN
100 NORTH SENATE AVENUE, ROOM N103
INDIANAPOLIS, IN 46204
INFO@ICW.IN.GOV
WWW.IN.GOV/ICW

NOMINATION ANNOUNCEMENT

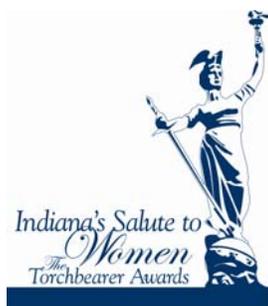
The Indiana Commission for Women (ICW) is seeking nominations for recipients of the **2013 Torchbearer Awards**. The Torchbearer Awards are the State of Indiana's most prestigious recognition of women and will be announced March 6, 2013, at a special Ceremony in the Indiana Government Center Auditorium.

Sponsored and hosted by the ICW Commissioners, the *2013 Torchbearer Award Ceremony* is the only program in which the State of Indiana recognizes and honors her finest resource—the women of Indiana. Indiana Torchbearers are those women who have stepped forward in all areas of society to carry the light for women. They have led the way for others by breaking down barriers to women's full participation and have become true beacons of light by overcoming challenges that all women face with courage, perseverance and compassion and by creating lasting legacies that serve as an inspiration for all.

Please help us by nominating a deserving woman. Any living individual over the age of 18 is eligible. To submit your nomination online, email the completed form to icw@dwd.in.gov.

Electronically submitted nomination forms are due on or before **Friday, December 14, 2012** at 5:00 p.m. EST. All printed copy entries must be received in the ICW offices no later than Friday, December 14, 2012.

Thank you for helping the Indiana Commission for Women to celebrate Indiana's finest resource – the women of Indiana.



INDIANA COMMISSION FOR WOMEN

100 NORTH SENATE AVENUE, ROOM N103 | INDIANAPOLIS, IN 46204 | INFO@ICW.IN.GOV | WWW.IN.GOV/ICW

NOMINATION GUIDELINES

Please read carefully. The Council of Judges will consider adherence to these guidelines and procedures when evaluating nominations.

Eligibility

Recipients will be selected from a pool of nominated candidates who have demonstrated that they have led the way for other women or have overcome obstacles to make great accomplishments. They are women who have been pioneers in their industries, have inspirational stories that set the standard for other women, have faced tough choices, demonstrated character and have made significant contributions to their communities or to the State of Indiana.

Special consideration will be made for a woman with great leadership and contributions and has demonstrated true commitment to women's progress and extraordinary achievements over the course of her lifetime.

Selection will be based on the recipients' demonstrated achievement in the areas of their professional careers, community leadership and/or public service. Recipients must be living at the time of their nomination. Nominations will be evaluated with considerable attention given to those women who have been pioneers, have removed barriers and/or have made a considerable impact to the advancement of women in Indiana. In addition, attention will be made to achieve geographic diversity. *Current members of the Indiana Commission for Women Board are ineligible.*

Requirements

- Nominations should be made by corporations, organizations, institutions or associations and are limited to one nomination per group. Nominations may be made from organizational divisions and/or regional campuses of institutions
- Nominee must be a resident of the State of Indiana (If the nominee is currently living outside of Indiana because of a temporary commitment, nominee must show intent to return to the state.)
- Nominee has made an important and noticeable contribution to her community or to the state of Indiana by:
 - Making such a contribution under challenging circumstances
 - Setting an example for other Hoosier women and families to affect change for the better
 - Leading the way to making Indiana a better place in which to live, work, and raise a family by removing social/economic/equality barriers
- Nominators must provide:
 - Completed nomination form with all questions answered
 - Biography (300-500 words)
 - Narrative which summarizes the significant contributions made by the nominee to her community or to the state of Indiana by answering the provided questions
 - Paragraph of testimonial as to why the nominator believes the nominee should be awarded a Torchbearer Award

Helpful Hints

- The nomination application must be completed in full. Do not enclose the application in a folder or binder.
- A Council of Judges made up of community, government and corporate leaders as well as previous Torchbearer Award recipients will make selections of semi-finalists and honorees. Their decision is final. All nomination forms and supplementary information become the property of the Council of Judges and cannot be returned.
- You may answer questions on a computer-generated duplicate, photocopied form or additional pages. Be sure to identify your nominee on each additional page.
- Answer all questions. Be concise but thorough (Hint: be sure to take time to check spelling and grammar.)
- Focus on the nominee's areas of greatest impact to the advancement of women.
- Provide sufficient background information. Nominators should not assume that the judges know anything about the candidate.
- Please restate the entire question being answered on subsequent pages.
- Any supplemental information should support, not restate, what has already been written. Do not enclose videotapes, scrapbooks and other non-printed materials as they will not be returned. **Please keep any supplemental information to three (3) pages only.**
- All information provided will be verified by the Council of Judges and/or ICW staff.
- Submit the nomination form electronically to icw@dwd.in.gov or by mail to:

Torchbearer Awards Nominations
c/o Indiana Commission for Women
100 North Senate Avenue, Room N103
Indianapolis, IN 46204

NOMINATION FORM

Step 1 – Nominee Information

Nominee's Name: _____ Self-Employed? Yes No

Title _____ Organization _____

Work Address _____

City: _____ State _____ Zip _____

Home Address _____

City: _____ State _____ Zip _____

Work Phone _____ Home Phone _____

Email Address _____

Step 2 – Organization Submitting the Nomination

Organization _____

Contact Person Name _____

Address _____

City _____ State _____ Zip _____

Primary Phone: _____

Email Address _____

Step 3 – Local people to notify about nomination:

Name of Nominee's State Representative: _____

Name of Nominee's State Senator: _____

Name of Nominee's Mayor or other municipal leader: _____

Name of local newspaper: _____

Other: _____

Step 4 - Signatures of Nominating Organization

Nominator: _____

Additional Organizational Representative: _____

How did you hear about the Torchbearer Awards?

TV Newspaper Past Honoree Friend ICW Board Member Mailing

Other (Please specify) _____

Step 5 – Nomination Criteria

Please answer the following questions thoroughly about the nominee by typing two to three paragraphs for each of the questions below. The ICW and Council of Judges appreciate all of the information you submit and request that you provide as much information as concisely as possible.

Question 1: Briefly summarize why you believe the nominee should be awarded a Torchbearer Award.

Question 2: Describe the significant contributions made by this nominee to her community, to the state of Indiana or to her industry.

Question 3: Describe how the significant achievements made by this nominee have been accomplished under challenging circumstances and/or how these achievements can be an example for other Hoosier women.

Question 4: Explain how the achievements made by the nominee have made Indiana a better place in which to live, work and raise a family by removing barriers to equality.

Question 5: List the nominee's special honors, awards, special interests, professional affiliations, offices held, professional achievements, and volunteer experience.

Step 6 – Nomination Submission

Nomination must be received by 5:00 p.m. on December 14, 2012. Please mail completed information and materials to:

2013 Torchbearer Awards Nominations
c/o Indiana Commission for Women
100 North Senate Avenue, Room N103
Indianapolis, IN 46204