



NEW FOR 2020

ATHENA Organizational Award®



NOMINATION FORM



ATHENA Organizational Award®

The ATHENA Organizational Award® actively supports and celebrates the ATHENA mission of supporting, developing, and honoring women leaders, inspiring women to achieve their full potential and creating balance in leadership throughout Buffalo Niagara.

Each year, we will recognize one for-profit organization and one non-profit organization with the ATHENA Organizational Award®.

Instructions

- Nominator must reach out to a representative from the organization they are nominating prior to submitting the nomination form.
- Nominations must be submitted using this nomination form.
- Handwritten and/or faxed documents will not be accepted.
- Organizations, groups, boards or individuals may nominate an organization and nominators may submit more than one organization for the award.
- Please submit your completed nomination form with supporting documents (max: 3) about the nominated organization. Documents should illustrate the organization's commitment to women in leadership. (Examples: Annual Report, news articles, brochures, organizational charts, and/or other internal communications, etc.)

DUE 3/4/20

Completed nomination forms must be submitted by the close of business.

ATHENA Organizational Award® nominees are businesses or organizations that meet each of the following criteria:

- Creates a culture that encourages women employees to achieve their full leadership potential.
- Gives back to the larger community of women and girls by providing and/or supporting leadership development opportunities and initiatives.
- Has a minimum of five (5) paid full-time employees that help with the day-to-day functions of the organization.
- Note: Nominees from all industry sectors and organization types will be considered. Eligible for the award are for- and non-profit companies from both the public and private sectors.



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Selection Process

- All nomination forms will be reviewed by the selection committee after March, 4 2020. The committee will choose finalists to be promoted and considered for the 2020 ATHENA Awards®.
- A letter will be sent to all finalists in early February with a request for information that will be used in the promotion of the ATHENA Awards® Program, as well as at the event.
- The ATHENA Steering Committee, comprised of local business leaders, will review all finalist forms prior to collectively selecting the 2020 ATHENA Organizational Award® recipient.
- The ATHENA Organizational Award® recipient will be announced and all finalists will be honored at the 30th Annual ATHENA Awards® Luncheon on June 4th, 2020 at the Buffalo Niagara Convention Center. Please note: A representative from each finalist company must be present at the Awards Luncheon to be considered for the Award.

Restrictions

- The Buffalo Niagara Partnership and companies represented by selection committee members are ineligible as nominees.

Please return completed form and resume to:

Buffalo Niagara Partnership, Attn: Beth Potozniak (ATHENA Awards)
257 W. Genesee Street, Suite 600
Buffalo, NY 14202

Emailed applications can be sent to: bpotozniak@thepartnership.org.

*Faxed applications will not be accepted.

Any additional questions, please contact Beth Potozniak at 716-541-1720 or bpotozniak@thepartnership.org

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ATHENA Organizational Award® | Nomination Form
 Please complete pages 3-8 and submit by **3/4/20**.



I would like to nominate the following company for the ATHENA Organizational Award®:

NOMINEE

Contact

Title

Business Address

City Zip

Phone

Email

Website

Nominated By:

Name

Title

Company

Business Address

City Zip

Phone

Email

Company type:

- For-profit
 Non-profit
 Private Sector
 Public Sector

EVALUATION CATEGORIES & CRITERIA	Culture: 40%	Community: 20%	Women in Leadership: 40%
Nominees will be evaluated according to the following categories and criteria: <small>(Note: Use of word "organization" throughout the remainder of this form pertains to both profit and not-for-profit entities)</small>	<i>Has created a culture that encourages women employees to achieve their full leadership potential.</i>	<i>Contributes time and energy to improve the quality of life for others in the community.</i>	<i>Actively includes women in leadership positions at the executive, senior, manager/ director, and board levels.</i>



I. Culture

Please provide specific examples of how the company or organization has created a culture that supports, develops, honors, or encourages women employees to achieve their full leadership potential.



II. Community Engagement

Please provide specific examples of how the company or organization gives back to the larger community of women and girls by providing and/or supporting leadership development opportunities and initiatives.



III. Leadership

To illustrate the organization's commitment to women in leadership, please describe the company's executive and senior leadership teams, as well as the board of directors (if applicable). Clearly outline the number of leadership positions available and the number held by women of all racial and ethnic backgrounds.



IV. Supporting Information

Note: This is in addition to the three pieces of documentation outlined under Instructions on Page 1 of this form.

Please include any additional information that you feel is important for the consideration of your nominee. You may add links to news coverage, information about awards or honors received, etc. Additional information should contextualize how your nominee supports, develops, and honors women leaders and helps them achieve their full potential.