



NOMINATION GUIDELINES

NOMINATION CRITERIA

The Colorado Women's Hall of Fame inducts contemporary and historical women with significant ties to Colorado who have:

- Made significant and enduring contributions to her field(s) or specific life focus - scientific, cultural/societal, political, knowledge, etc. (35%)
 - These contributions must be exemplary with significant impact and influence on a wide-ranging audience and in their field or life focus. What difference did the nominee make that would make future generations think her achievement was outstanding? Are they normal for a woman in her field or well beyond normal? Were these achievements extraordinary within the context of the time in which it occurred? Will these accomplishments stand the test of time? Will your nominees' achievement represent a significant and enduring accomplishment 50 years from now? If yes, nominate her. Verify your facts. Do not make assumptions. (35%)
- Elevated or affirmed the status of women and helped open/expand new opportunities for women and others in society with respect to their own time, place and environment. (35%)
 - Highlight through observable examples and testimonies how women or others were positively impacted by your nominee's accomplishments. Describe the scope of impact from her accomplishments including the numbers of women and others who were impacted. How did the nominee and or her accomplishments enhance society's view of women and others? What changed as a result of your nominee's actions including status, position, rank, condition or equity for women and others? What did she accomplish that changed the future for women and others in society? (35%)
- Inspired others as a role model, especially women and girls, by her actions and behaviors (25%)
 - Highlight your nominee's impact on others as a role model, mentor, coach, advocate or supporter. Describe specific examples of the characteristics and actions that make her a role model for others. Explore the depth, time frames, and scope of the number of women, girls and others impacted by her actions, support and sharing of resources. Provide examples of specific actions taken to advocate for and support women, girls and others and the duration of those efforts and the impact. Describe what positive and lasting changes occurred based on the nominee's achievements locally, nationally, or internationally which demonstrates the impact of the inspiration and support. (25%)
- Nominee has significant ties to Colorado (examples: lived in the state, most notable achievements here, etc.) (5%)

Notes:

- Nominees are evaluated on the above criteria and are selected on merit, not endorsement.
- No more than two women can be nominated in one nomination and the contribution for which they are being considered must have involved the efforts of both women.
- Women nominated in the past, but not chosen, can be re-nominated. The nomination may be submitted again during the next review cycle and it may be strengthened by adding additional information or editing.
- There is no guarantee that a woman will be chosen because she has been nominated multiple times. This is an extremely competitive process. Be persistent. Some inductees were nominated many times before being selected. Some of the variables that may influence selection during each review cycle are the number of applications



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received, the pool of women represented within professions, the number of historical versus contemporary applications, etc.

NOMINATION FORM

- Complete the nomination form fully. Incomplete forms will not be considered. Nominations must be submitted electronically and will not be accepted after the due date. Do not create your own format or questions.
- Use Arial 10 font for ease of reading and submit a PDF of the completed nomination.
- If you are putting forth two women for a single contribution, submit one nomination form on behalf of both women. You must provide complete demographic information for both women in the first section of the nomination form entitled "Nominee Information"
- Sign the affirmation at the end of the form attesting to the validity of the information provided, to the best of your knowledge.
- Email a **PDF copy** of the form and a copy of all supporting documentation to the email address provided.
- **Please keep a copy for your records.**

Writing a Strong Nomination

The Selection Committee evaluates nominations solely on the information you submit, and you should assume they do not know nor have heard of your nominee. Write a powerful and concise nomination and be as detailed and specific as possible. Proofread to avoid errors and to ensure all the information is accurate and complete.

Refer to Inductee biographies on the Colorado Women's Hall of Fame (CWHF) website (<http://www.cogreatwomen.org/inductees/>) to fully understand the level of achievement the Hall is seeking. The CWHF is looking for women who were not only engaged in their professions and/or the community, we're looking for those women who also raised the bar, set a new standard, opened or widened the opportunities for others, and through their positive accomplishments led the way for future generations.

Tell a compelling, powerful story, highlighting essential and inspirational accomplishments while being economical in your story. A long nomination is not necessarily better. Quality is more important than quantity. For example, a copy of every award the nominee received is discouraged; a list of awards will suffice.

Limited pertinent supporting documentation will be accepted. Do not attach letters of recommendation or submit extraneous supporting documentation. Extraneous documentation will not be distributed to the committee. If a person other than the nominator wishes to contribute a statement specific to questions 1-4, please add the statement, attribute it to that person, and include it in the specific section to which it pertains. Add the person's name and contact information to the list of references and contact information.

Differentiate your nominee from all others in her field or chosen endeavors. How do her contributions differ or stand out from those of others in her field? What makes her achievements stand out, given her place in time?

Address the criteria separately and completely; provide specific examples wherever possible. Gather information; talk to co-nominators, community members, colleagues, family and friends. **Do not provide website links as they will not be used.**



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Follow the format of the nomination form and do not create your own questions or format. Adherence to the form and the guidelines will ensure your nomination will receive a thorough and fair review by the Selection Committee.

Prior to finalization of the selected Inductees, the Colorado State Historian will review and confirm the veracity of the nominations.

Please note:

Materials submitted in conjunction with the nomination will not be returned to the nominator.

If your candidate is chosen, whether contemporary or historical, CWHF will request a large-format digital photo of the inductee. As the nominator, if the inductee is a historical figure, you will be asked to attend the Induction Gala and, if a relative or appropriate organizational individual is not available, you may be asked to accept the honor on her behalf.

SELECTION PROCESS

The Hall selects new inductees every two years, to be inducted the following year. Inductees are selected by an independent, diverse panel of community members drafted from across Colorado.

Nominations must be RECEIVED by February 1, 2024

If you have any questions during the nomination process, contact:

The Colorado Women's Hall of Fame
email: nominate@cogreatwomen.org