

WOMEN'S HALL of FAME

Nomination Tips

1. Be concise, focusing on the nominee's accomplishments, distinguishing characteristics, and the impact of her contributions to San Mateo County. Resist providing a chronology of the nominee's life.
2. Provide in-depth descriptions of the nominee's contributions and their impacts. Use the third page to list organizations and awards.
3. Anecdotes that illustrate an impact the nominee has made are effective when they relate to the criteria.
4. Where possible, provide evidence of the nominee's impact (quotes from peers/colleagues, statistics, etc.).
5. Proofread your nomination for spelling and grammatical errors; these can detract from the effectiveness of the content.
6. **For the Women's Hall of Fame**, make sure that the nominee lives or works in San Mateo County. **For the Young Women of Excellence**, make sure that the nominee is a junior or senior in high school and that she lives or attends school in San Mateo County.
7. Take the time needed to research facts about the nominee. Consider incorporating Qualities of Hall of Fame Inductees (see form) as they related to your nominee.
8. Use the full two pages, but no more, for your narrative. Do not attach additional documents to the application; they will not be reviewed by the judges.
9. Your narrative should be completely anonymous; do not use the nominee's name or your own, and do not write it on letterhead.
10. Submit the nomination on time. The nomination may be postmarked by the deadline. Applications can be emailed in PDF format. **Late entries will not be accepted.**

Women's Hall of Fame

- **Impact of major achievements:** How have this woman's contributions improved life in the communities of San Mateo County?
- **Experience:** Describe the nominee's professional or volunteer experience/achievements.
- What distinguishes the nominee from her peers/colleagues?

Young Women of Excellence

- **Impact of major achievements:** How have this young woman's contributions improved life in the communities of San Mateo County?
- **Experience:** Describe the nominee's volunteer, extracurricular and academic experience/achievements.
- How has this young woman demonstrated initiative and leadership?