

2020



ADMINISTRATIVE PROFESSIONAL OF THE YEAR AWARD

NOMINATION DEADLINE: JANUARY 31, 2020

Completed form and supporting materials should be returned to **Erin Setters**
FAX: 270-843-0458 | EMAIL: erin@bgchamber.com

Nominee's Name: _____

Nominee's Title: _____

Organization: _____

Email: _____ Phone: _____

Nominee's Spouse or
Add'l Office Contact: _____ Phone: _____

Nomination Submitted By: _____

Organization: _____

Email: _____ Phone: _____

**Is this nominee available on April 21 from 10 a.m. to 11 a.m. for the
Excellence Awards News Conference?**

☐

Yes

☐

No

Please note: Nominees must be affiliated with a partner of the Bowling Green Area Chamber of Commerce and must have been with their current employer for at least one year.

**Selection is based upon letter(s) of recommendation that discuss the following
qualities of the nominee:**

- Shows pride in his/her job
- Exhibits excellent job performance, repeatedly going above and beyond
- Displays cooperative and positive attitude with co-workers and customers/clients
- Any other noteworthy professional traits that make him/her exceptional



2020



ATHENA AWARD

NOMINATION DEADLINE: JANUARY 31, 2020

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Nominee's Name: _____

Nominee's Title: _____

Organization: _____

Email: _____ Phone: _____

Nominee's Spouse or
Add'l Office Contact: _____ Phone: _____

Nomination Submitted By: _____

Organization: _____

Email: _____ Phone: _____

Is this nominee available on April 21st from 10 a.m. to 11 a.m. for the Excellence Awards News Conference?
☐ Yes ☐ No

Is this nominee available on May 12th from 11:30 a.m. to 1:30 p.m. for the Excellence Awards Luncheon?
☐ Yes ☐ No

Please note: Nominees must be affiliated with a partner of the Bowling Green Area Chamber of Commerce and must have been with their current employer for at least one year.

- I. **PROFESSIONAL LEADERSHIP:** How has this nominee demonstrated excellence, creativity & initiative in her profession?
- II. **COMMUNITY LEADERSHIP:** How has this nominee provided valuable service to her community?
- III. **PERSONAL LEADERSHIP/MENTORSHIP:** How has this nominee mentored women to enhance their leadership abilities?
- IV. **CHAMBER INVOLVEMENT:** How has this nominee been involved in Chamber programs & initiatives?

ADDITIONAL INFORMATION PERTAINING TO CRITERIA: Include any additional information you feel is important for consideration of your nominee. Include awards, honors, publications, articles and/or testimonials that demonstrate service to their profession, community, and, most importantly, aspiring and established women leaders.

Please do not include letter of support.

Resumes may be attached as a supporting document but **will not** be accepted in place of a completed nomination form.



2020



ATHENA YOUNG PROFESSIONAL

NOMINATION DEADLINE: JANUARY 31, 2020

Completed form and supporting materials should be returned to **Erin Setters**
FAX: 270-843-0458 | EMAIL: erin@bgchamber.com

Nominee's Name: _____

Nominee's Title: _____

Organization: _____

Email: _____ Phone: _____

Nominee's Spouse or
Add'l Office Contact: _____ Phone: _____

Nomination Submitted By: _____

Organization: _____

Email: _____ Phone: _____

Is this nominee available on April 21st from 10 a.m. to 11 a.m. for the Excellence Awards News Conference?
☐ Yes ☐ No

Please note: Nominees must be affiliated with a partner of the Bowling Green Area Chamber of Commerce and must have been with their current employer for at least one year.

- I. **PROFESSIONAL LEADERSHIP:** How has this nominee demonstrated excellence, creativity & initiative in her profession?
- II. **COMMUNITY LEADERSHIP:** How has this nominee provided valuable service to her community?
- III. **PERSONAL LEADERSHIP/MENTORSHIP:** How has this nominee served as a role model to young women?
- IV. **CHAMBER INVOLVEMENT:** How has this nominee been involved in Chamber programs & initiatives?

ADDITIONAL INFORMATION PERTAINING TO CRITERIA: Include any additional information you feel is important for consideration of your nominee. Include awards, honors, publications, articles and/or testimonials that demonstrate service to their profession, community, and, most importantly, aspiring and established women leaders.

Please do not include letter of support.

Resumes may be attached as a supporting document but **will not** be accepted in place of a completed nomination form.



2020



SMALL BUSINESS PERSON OF THE YEAR AWARD

NOMINATION DEADLINE: JANUARY 31, 2020

Completed form and supporting materials should be returned to **Erin Setters**
FAX: 270-843-0458 | EMAIL: erin@bgchamber.com

Nominee's Name: _____

Nominee's Title: _____

Organization: _____

Email: _____ Phone: _____

Nominee's Spouse or
Add'l Office Contact: _____ Phone: _____

Nomination Submitted By: _____

Organization: _____

Email: _____ Phone: _____

Is this nominee available on April 21st from 10 a.m. to 11 a.m. for the Excellence Awards News Conference?

☐ Yes ☐ No

Is this nominee available on May 12th from 11:30 a.m. to 1:30 p.m. for the Excellence Awards Luncheon?

☐ Yes ☐ No

Please note: Nominees must be affiliated with a partner of the Bowling Green Area Chamber of Commerce and must have been with their current employer for at least one year.

AWARD CRITERIA:

- Ownership: Individual must own and operate or bear principal responsibility for operating a for-profit company with 100 employees or less that has been in business for 3+ years.
- Growth: Business has experienced recent growth in sales, investments and number of employees.
- Chamber: Nominee's business must be a partner in good-standing with the Bowling Green Area Chamber of Commerce
- Community: Individual has made significant contributions of community-oriented projects via time, financial support or resources.

Selection is based on a written response that discusses the following qualities of the nominee:

- Elaborate on business growth and include accomplishments such as special recognitions or projects. Include business-related affiliations, directorships, trustees or other designations.
- Highlight and community service, charitable activities, associations, etc. the nominee is involved with. If applicable, include offices with dates held.
- Include a listing of the individual's activity with the Chamber. Involvement with the Chamber and its initiatives is taken into consideration during evaluation.

Please ensure all dates and titles are accurate.

