



**YWCA**  
ST. JOHN'S

NATIONAL ADVOCACY  
COMMUNITY ACTION.

*2024*

**CIRCLE OF  
DISTINCTION  
AWARDS**

**Nomination Package**



## About the Awards

Formerly called the Women of Distinction Awards, YWCA St. John's Circle of Distinction Awards relaunched in 2023 to widen our community of excellence to celebrate the achievements of women and gender-diverse people. YWCA's across Canada hold this prestigious awards annually to provide a platform to share stories of empowerment and inspiration to motivate others to learn, achieve and participate. Within their respective domains, nominees are those who break barriers, and overcome obstacles to make a difference in the lives of others.

**We will hold another amazing breakfast awards ceremony at the Signal Hill Campus on September 9<sup>th</sup>, 2024.**

## Award Categories

The following award categories celebrate excellence in our community and in the communities we aim to support:

**Trailblazer Award:** Nominees, aged 18-24, are already making significant contributions to their community. They demonstrate leadership, innovation, and inspire others to follow their example.

**Social Justice and Advocacy Award:** Nominees are using their voice to speak to systemic injustice and make change toward equity in community. They champion and create space for diversity to be prioritized and celebrated.

**Equity at Work Award:** Nominees are employers that model and uphold equitable practices, making a difference for workers and community. They have an exceptional track record for building and sustaining practices that support and mentor women and gender-diverse people.

**Inspired Innovation Award:** Nominees may come from any field – such as, but not exclusive to, health, science, arts, or community – where they are role models for others in breaking new ground.

**Lifetime Achievement Award:** Nominees, aged 60 plus, have made significant contributions to their community in various ways over the course of their lives. They have shown exemplary commitment, courage and leadership. Their wisdom and example is an inspiration to others.

## Important Dates

- May 20, 2024: Nominations Open
- June 28, 2024: Nominations Close
- September 9, 2024: Awards Celebration

## Selection Process

The selection process for the Circle of Distinction Awards is merit-based and anonymous.

An independent Selection Committee is tasked with thoroughly reviewing and screening all awards nominations. Members of the Selection Committee remain anonymous to the wider community. As a final step to formalize the selection of award recipients, the Selection Committee presents a list of recommended recipients to the YWCA St. John's Board of Directors for approval.

## Nomination Process

### *Rules of Eligibility*

#### Nominees

YWCA St. John's embraces diversity as a core value. Through this nomination process (and in all of our programs), we aim to embrace the rich diversity that makes up the fabric of our community. Nominations are encouraged to reflect the diversity of our community.

YWCA St. John's recognizes identities beyond the binary. Our feminism is Trans-inclusive and nominations for women, trans, gender-diverse, and non-binary people are welcome.

Nominees must be at least 18 years of age at the time of nomination and residents of the St. John's Metro Region (as defined by the Census Metropolitan Area by Statistics Canada, which includes: Conception Bay South, Goulds, Kilbride, Mount Pearl, Paradise, Torbay, Portugal Cove-St. Philips, Logy Bay-Middle Cove-Outer Cove, Pouch Cove, Flat Rock, Bay Bulls, Witless Bay, Petty Harbour-Maddox Cove, Bauline).

Previous recipients of YWCA St. John's Women of Distinction Awards or Circle of Distinction Awards are not eligible for nomination (a full list of former recipients can be found at <https://www.ywcastjohns.com/cod>).



Current YWCA St. John's Board of Directors, Board Committee members, Selection Committee members, staff, and volunteers are not eligible for nomination. Participants of YWCA St. John's committees that are project-specific (e.g. a project advisory committee) are eligible for nomination.

## Nominations

A nominator may only nominate one person or business per category.

Nominations can be made by friends, family members, or colleagues. Nominations may also be submitted by an organization (with a specific contact identified). Current YWCA St. John's Board of Directors, Board Committee members, Selection Committee members, staff, and volunteers are not eligible to submit a nomination.

Individuals may be nominated posthumously.

Individuals may be nominated in a maximum of two (2) award categories per year, as long as each nomination is made by a different individual or organization.

Should a nominee be nominated twice for the same category in the same year, only the first nomination submitted will be considered.

Please note that the Selection Committee has the discretion to consider nominees for other categories, where appropriate, based on the scope of nominations received. Space is given in the online form to provide an alternate category for consideration.

## ***How to Submit a Nomination***

1. It is strongly recommended that nominators complete all responses for the nomination prior to submitting it online. (Online submissions cannot be saved and re-opened again later.) Questions that are included on the nomination form are provided in the following section.
2. Complete all sections of the [Online Nomination Form](#)
3. Ensure supporting documentation is uploaded in the nomination form. Supporting documentation includes:
  - a. A letter of support from a friend, colleague, etc.; someone other than the nominator (excluding Equity at Work Award nominations). The letter should be no longer than one full page.



- b. For Equity at Work Award nominations, include two (2) letters of support from current employees of the nominee.
- c. A recent, high resolution digital photo of the nominee. In the case of a business nominee, submit a recent high resolution digital photo that reflects the nominee's work culture and/or workforce, as well as a .jpeg or .png file of the company's logo. Please ensure the nominee consents to this image as it will be used to feature the nominee. YWCA St. John's assumes rights to alter size and details to align promotional material.
- d. A completed and signed [Nominee Consent Form](#).

**The deadline to submit a nomination is 11:59 P.M. on June 28, 2024.** Late or incomplete nominations, and/or nominations that do not follow the submission process, will not be considered.

If you have any questions or problems sending your application, contact us at [cod@ywcastjohns.ca](mailto:cod@ywcastjohns.ca) or (709) 726-YWCA (9922).



## Nomination Form Questions

Below is a copy of the questions found on the [Online Nomination Form](#). It is strongly recommended that nominators complete all responses for the nomination prior to submitting it online. (Online submissions cannot be saved and re-opened again later.)

The Selection Committee scores nominations on a 100-point scale. Each question has a point value and a maximum character limit.

### 1. Nominee Information

Nominee Name (First and Last):

Mailing Address:

City/Community:

Telephone Number(s):

Email Address:

Nominee Gender Identity:

Nominee Pronouns:

Please provide nominee name phonetic pronunciation:

Select the category for nomination:

Trailblazer

Social Justice and Advocacy

Equity at Work

Inspired Innovation

Lifetime Achievement

The Selection Committee has the discretion to consider nominees for other categories, where appropriate, based on the scope of applications received.



Please suggest an additional nomination category for the Selection Committee to consider:

Trailblazer

Social Justice and Advocacy

Equity at Work

Inspired Innovation

Lifetime Achievement

Some award categories have age restrictions. Please confirm the age of the nominee:

18 to 24

25 to 59

60+

2. Nominator Information

Name:

Organization (if nominator is an organization):

Telephone Number(s):

Email Address:

Relationship to Nominee:

Consent of Nominator:

I hereby agree to receive email correspondence from YWCA St. John's about this nominations process and about other YWCA programs and events. I understand that I can easily unsubscribe from any mailings at any time.

3. Upholding the Vision, Mission, Values of YWCA St. John's

(Value: 25 points. Character limit: 2,000.)



Outline the personal and/or professional characteristics of the nominee that make them an important player in a 'Circle of Distinction,' demonstrating the ways in which they are upholding the [Vision, Mission and Values of YWCA St. John's](#). Highlight ways in which this nominee goes above and beyond the expectations of their position(s) or role(s).

4. Advancement of Gender-Equity

(Value: 20 points. Character limit: 2,000.)

Describe the ways in which the nominee has championed the advancement of gender equity. How have these contributions benefited or inspired others?

5. Nomination Category

(Value: 30 points. Character limit: 2,000.)

Describe how the Nominee meets the description of the award category for which you are nominating them. Outline major achievements, contributions, ways they have been an innovator or pioneer, and any significant projects or collaborations.

6. Diversity

(Value: 25 points. Character limit: 2,000.)

Describe how the nominee champions diversity through their actions and lived experiences.

7. Bio

(No points value. Character limit: 350.)

Please obtain a bio from the nominee and insert here. This should be a short, concise summary outlining the key contributions of your nominee, which may be used in our promotional materials. YWCA St. John's reserves the right to edit the bio to fit promotional material constraints.