

Minnesota Woman Veteran of the Year Award

Purpose:

The Minnesota Women Veteran of the Year Award honors one extraordinary Minnesota resident female veteran as part of the Women Veterans Initiative's (WVI) continuing effort to highlight and honor the efforts and accomplishments of women veterans within the civilian community.

Procedures:

The Award Year will run annually from ___(date)___ to ___(date)___.

The award will ideally be presented at the annual Spring Veteran Conference, but may be presented at another suitable forum such as another Veteran Recognition event.

The previous year's award winner (or suitable replacement) will make the presentation.

The award will consist of a certificate and a glass statue (plaque, trophy, etc describing the award) engraved to include winner's name and date.

Criteria:

- Honorably served or currently serving in the United States Military to include members of the US Coast Guard, the National Guard, or the Reserves.
- Displays leadership within the civilian community.
- Is a serving citizen in her community.

Application Process:

- Anyone may nominate a Minnesota resident female veteran.
- Submissions from Minnesota veterans, Veteran Service Organizations (VSOs), County Veterans Service Officers (CVSOs) or veterans groups are encouraged and welcomed.
- Nomination forms must include the nominee's general information along with a narrative explaining why the veteran is being nominated for the award. Nominations not selected may be retained for future award consideration.
- Forms are available on the Women Veterans Initiative Facebook page, www.facebook.com/WomenVeteransInitiative; may be requested from WVI members; or picked up at the WVI Office in the Minnesota Humanities Center, 987 Ivy Avenue East, St. Paul, MN 55106-2045.

- Nominations may be forwarded to womenveteransinitiative@gmail.com OR mailed to: Women Veterans Initiative, Minnesota Humanities Center, 987 Ivy Avenue East, St. Paul, MN 55106.
- Forms must be received by _(varies each year, typically 45 days prior to presentation.)_ to be eligible for current year consideration. Nominations received after that date may be retrained for future award consideration.
- The nomination package will include the basic form which includes a maximum 500 word narrative of why this person is being nominated. The following prompts are offered:

How do you define the community to which this individual has made significant and exceptional position contribution?

How is she involved as a leader? How does her involvement go above and beyond expectations?

What are her significant and exceptional contributions to the community? What lasting impact has this had within the community?

Is there anything in the individuals' background that is important to know? (Specific obstacles, hardships overcome, disability etc.)

Selection Process:

- Each year the WVI Board of Directors will appoint an administrator to conduct the selection board. The administrator will recruit a diverse group of individuals to review nominations, schedule and administer the selection board, and formally notify the WVI Board of Directors of the resulting Awardee. Throughout the process, the administrator will remain impartial and have no influence over the selection board's vote.
- Nomination packages will be reviewed by a five person selection board consisting of at least two veterans and three non-veterans; three women and two men. Previous award winners are encouraged to volunteer for the board. Selection board members may not be nominated individuals.
- Each form will be independently reviewed and scored by each board member. Nominations will be rated on a 10 point scale with points subjectively allocated to:
 1. Demonstrated Leadership within the civilian community
 2. Specific accomplishments and overcoming obstacles
 3. Community influence

The individual with the most points will be determined the winner. A tie will be settled by rescoreing the highest scoring packages.

Presentation:

The award will be presented in an appropriate public setting, ideally at a spring Women Veteran Event by the previous year's award winner or other acceptable person.

Woman Veteran of the Year Program Checklist/timeline (NOT including event preparation!)

6 months out - Review and update nomination forms (attachment 1)

Determine date and venue for presentation

Select/invite selection board members to participate

3 months out – send/give out nomination form package to:

MDVA

Women Veterans of Minnesota

Minnesota Humanities Center

County Veteran Service Officers

Lutheran Social Services

Family Support Groups

Service organizations

VFW

American Legion

Wounded Warrior

Yellow Ribbon

Patriot Riders

DAV

Others Please feel free to add more.

_____ 45 days out – collect nomination packages, copy and give to selection board members.

Request packages be scored and returned within two weeks.

_____ 38 days out – Remind board members and collect scored nomination packages. Determine winner, rescoring if necessary to break a tie.

_____ 30 days out – Inform all individuals who have been nominated and personally invite them to the presentation event. Inform winner of her selection so she can invite her family if desired.

_____ NLT 15 days out, arrange for “award” to be engraved with winner’s personal information.

_____ 7 days out – pick up award. Double check spelling!!

Presentation day – bring award to the presentation venue.

Award to be purchased from _____ current source? _____

Cost estimate _____

Funds will be provided by __ (individual’s name/treasurer) _____

Personalized engraving will be done by _____ (Allow at least 10 days to complete, double check spelling and dates!)

Attachment 1

Woman Veteran of the Year Nomination Form Package PDF