

## **GUIDELINES FOR THE STATE CAREER WOMAN PROGRAM**

1. Only one nomination for State Career Woman may be sponsored by each Local Club. Nominees need not be a BPW member. Nominations may be made by one the following methods:
  - A. Select a local career woman, inviting nominations from BPW members, local civic clubs and organizations, using three impartial judges and the State Career Woman guidelines.
2. All nominees must be employed. Nominees should be women who have made a contribution to others, her community, her state, and/or her nation. Clubs should take careful consideration of the nominee's performance as a business or career woman as well as her involvement in community, humanitarian and/or religious activities.
3. Criteria for judging nominees will be based on the objectives of BPW. Each objective is scored on a scale of 1 to 25 points. They are as follows:
  - A. 25 points - ELEVATE THE STANDARDS FOR WOMEN IN BUSINESS AND THE PROFESSIONS.  
How does the nominee meet this objective in her personal and professional life? Is it done in groups, individually, or by example? Is the nominee actively involved in working for pay equity, equal educational and economic opportunities for all women? Is she involved?
  - B. 25 points - BRING ABOUT A SPIRIT OF COOPERATION AMONG BUSINESS AND PROFESSIONAL WOMEN.  
Leadership, personality and the ability to work with people is very important although the nominee may be a "behind the scenes" worker. Is the nominee a person who brings people together successfully or who keeps them working together successfully?
  - C. 25 points - PROMOTE THE INTERESTS OF BUSINESS AND PROFESSIONAL WOMEN.  
How has the nominee accomplished this? Look at social, career, community and/or legislative activities?
  - D. 25 points - EXTEND OPPORTUNITIES TO WOMEN THROUGH EDUCATION ALONG THE LINES OF INDUSTRIAL, SCIENTIFIC, AND VOCATIONAL ACTIVITIES.  
How does the nominee work for opportunities for women? Does she work to break down barriers in stereotyped jobs? Has she helped to train others or is she willing to be trained for new job opportunities? How does the nominee show support for those re-entering the job market. .

4. Applications must include:
  - A. A cover sheet to be completed by the Local Club with the following information:
    1. Date
    2. Name of sponsoring Local Club
    3. Name of nominee
    4. Address of nominee
    5. Whether candidates were solicited outside the Local Club
    6. Name, address and telephone number of the Local Club Woman of the Year Chair
  - B. Woman of the Year Biographical Information. A resume may be used if it covers all the points on the form as well as responses to the four questions.
  - C. The sponsoring Local Club's rationale for why the nominee should be selected as the State Career Woman of the Year. Use the BPW objectives as guidelines and limit your response to no more than five, double-spaced, typed pages. It helps the judging process to present the nominee's accomplishments in relation to each objective.
  - D. Supporting documentation such as newspaper articles and letters of recommendation may be included, but is limited to no more than five pages.
  - E. A headshot photograph for publication.
5. **ONE ORIGINAL AND THREE COPIES** should be mailed to the State Career Woman Chair, Varnell Kinnin 261 NC Hwy 111 & 122 South, Tarboro, NC 27886-8805 and **MUST BE POSTMARKED BY MAY 31<sup>st</sup>**.
6. A panel of three impartial judges, selected by the State Career Woman Chair, will make the final selection.
7. The State Career Woman of the Year will be announced at **North Carolina State Conference in June**.