**Anoka Women of Today**

**Outstanding Young Adult Nomination Info Sheet**



PLEASE TYPE. Nominees must be 11th or 12th grade students. A nominee may receive local honors during the spring of his/her 12th grade year and be nominated the following fall for the Minnesota Women of Today Award.

Nominee’s Full Name: Age:

Address: Phone:

City/State/Zip:

Grade Level: Birthdate: Citizenship:

Name of Parent(s) or Guardian(s):

Address:

Email: Phone:

Names/Ages of Siblings:

Name of Local Newspaper:

Nominator’s Name:

Address:

Email: Phone:

Position/Title:

I attest that all facts contained in this form and the resume are true and therefore give my permission for these facts to be published.

Signature of Nominee: Date:

Signature of Nominator: Date:

Signature of Parent or Guardian: Date:

(If nominee is under 18 years of age)

**Anoka Women of Today**

**Outstanding Young Adult Entry Resume**



PLEASE TYPE.

**Guidelines: (please remove this from completed form)**

* Submission deadline is October 15th . **A complete submission includes:** Nomination Information Sheet, Outstanding Young Adult Resume, two letters as outlined below;
	+ One letter from the nominee attached to entry (this may be in addition to the entry resume pages).
		- Letter should state the nominee’s feelings about being nominated and what this award means to him/her.
		- Letter should be addressed, “To Whom It May Concern”.
		- Letter should be typed.
	+ One letter of support/recommendation from nominator/ teacher (this may be in addition to the entry resume pages).
		- Letter showing support for nominee should be attached to entry.
		- Letter should indicate/show why nominee is being nominated (may show activities the nominee has performed and what impact nominee has made).
		- Letter should be addressed, “To Whom It May Concern”.
		- Letter should be typed.
* Follow the Entry Resume format shown below. Make sure to include all five numbered categories from the example format. Blank Resume form included at the end.
* Entry Resumes must be typed in a word document (No PDF format accepted). Times New Roman type (10 point) or Calibri type (10 point) are the smallest font size allowed. Keep the entry neat and readable, use appropriate grammar and spelling and write in complete sentences.
* Type “Outstanding Young Adult Entry Resume” at the top of the first page. Type the nominee’s name directly under this heading on the first page and at the top of each consecutive page of the resume. Entry Resume should be written in the third person format (he/she).
* Entry Resume is not to exceed three (3) pages. Number pages in the lower right corner. Reduced copies are not allowed. Other materials such as pictures, newspaper articles, etc. are not to be included.
* Be specific and complete, using details. Emphasize personal initiative shown by the nominee rather than just general involvement. Be specific about new ideas and programs the nominee has promoted and started. Include leadership along with personal development and initiative in ALL sections.

**Entry Resume Example Format: (please remove this from completed form)**

**Outstanding Young Adult Entry Resume**

**[Nominee’s Name]**

1. Participation and leadership initiative in Community Activities and Contributions to Community Welfare

1. Taught Sunday School every Sunday for preschool age children.
2. Assisted with community Safety Camp for 4th and 5th graders.
3. Member of the Lucky Clovers 4-H Club.
4. Teen Officer of the Clover County 4-H Advisory Board.

2. Participation and leadership initiative in school activities and contributions to school. (This does not include academic or athletic achievements.)

1. Member of the Key Club.
	1. Member for four years
	2. Chaired fundraiser for
	3. Vice president sophomore year
	4. President senior year
	5. Volunteered at Spooktacular
2. Member of the National Honor Society.
	1. Volunteered at Christmas Committee
	2. Member Junior and Senior year
	3. Helped raise $200 for Feed my Starving Children
3. Member of the orchestra.
	1. Member for four years
	2. Lead violin
4. Member of Speech Team.
	1. Member for two years

3. Overall effects of contributions and evidence of lasting effects of contributions.

1. Taught the importance of bike safety to 4th and 5th graders.

4. List any activities or awards not included in the other sections (academic and athletic may be included here).

1. Lettered in orchestra.
2. 4-H Youth in Action Award (national)

5. Additional comments and/or personal statement by nominator.

**Outstanding Young Adult Entry Resume**

**[Nominee’s Name]**

1. Participation and leadership initiative in Community Activities and Contributions to Community Welfare (How has he/she contributed to local organizations; church/place of worship, civic, political, scouting, 4-H Value. Include leadership and personal initiative.)
2. Participation and leadership initiative in school activities and contributions to school. (How has he/she participated in school activities and lasting contributions to the school other than academic or athletic achievements)
3. Overall effects of contributions and evidence of lasting effecting of contributions (How have his/her contributions helped others positively?)
4. Listing any activities or awards not included in the other sections (academic and athletic may be included here. (What other things has he/she done that was not previously mentioned?)
5. Additional comments and/or personal statement by nominator