



ALL APPLICATIONS ARE DUE BY 5:00 PM ON
WEDNESDAY, JANUARY 5, 2022 TO THE CITY
SECRETARY'S OFFICE

Nomination Instructions to the Laredo Women's Hall of Fame

Carefully read the information below before submitting a nomination.

ELIGIBILITY REQUIREMENTS:

- Nominee must be at least 18 years of age.
- Nominee must reside or work, have resided or have worked, in the City of Laredo at the time services for which they are nominated were provided or performed.
- Nominee must have provided or performed activities or services within the City of Laredo.
- Each nominee is required to select a category to be considered under and can be nominated for **ONLY ONE** category.
- Organizations, or individuals may submit nominations and more than one nominee.
- Past nominees can be resubmitted, if not already selected to the Hall of Fame.
- Self-nominations will not be accepted.
- Previous inductees, elected officials, candidates for office at all levels of government and members of city boards, commissions or committees are **NOT ELIGIBLE**.

CATEGORIES TO CONSIDER:

1. **Business** (i.e. accounting, management, marketing, or any area or activity related to business)
2. **Education** (i.e. teaching, school administration, librarians, counselors, mentors, or any area or activity related to education)
3. **Healthcare** (i.e. medicine, research, wellness, public health, nursing, or any area or activity related to healthcare)
4. **Civic Leadership / Public Service** (i.e. civic education, activism, government employees, or any other area or activity for the benefit of the public)
5. **Fine and Performing Arts** (i.e. acting, performing, dance, literature, communication, film, paint, or any other area or activity related to the arts)
6. **Law Enforcement** (i.e. police, sheriffs, border patrol, law enforcement training, law enforcement research, or any other area or activity related to law enforcement)
7. **Legal** (i.e. lawyers, court administrators, judges, court advocates, or any other area or activity related to law)
8. **Military** (i.e. military service, military support, military advocacy, or any other area related to the military)
9. **Philanthropy** (any work, area, or activity related to gathering funds in the support of any cause for the benefit of the public that is not for a political party or a political action committee).
10. **Posthumous** (nomination of a person not living)
11. **Volunteerism** (this is any activity or any area that has to do with volunteering, or non-paying activities, for the benefit of others that is not a political party or a political action committee)
12. **Other** (this category can be selected when other professions or activities are not covered in the afore mentioned categories. For example, engineering, environment, religion, sports, etc.)

NOMINATION REQUIREMENTS (Three Copies of each item need to be submitted):

1. Completed Nomination Form
2. Biographical Background (briefly describe aspects of nominee's background, education, family and/or career that may be relevant to the nomination) ***Minimum 1 page, maximum 3 pages.***
3. Supporting brief narratives for each of the four criteria under evaluation. ***Maximum ½ page for each of the four criterions.***
4. Supporting documentation (documents that may provide evidence or supporting nominee's actions, service, and/or accomplishments in the category they are being considered. i.e. newspaper clippings, pictures, articles, certificates of achievement, special appointments, awards, letters of support or testimony, or any additional documentation that is appropriate). ***Please do not submit any original documents as all packets will be retained by the City of Laredo.***

SCORING/RATING PROCESS

All nomination packets will be reviewed and scored by members of the Laredo Commission for Women using a 1 to 10 point rating scale in 4 specific criteria using personal expertise and judgement. This makes 40 points the maximum score possible for any nominee. A nominee must score a minimum of 30 points out of the 40 possible points to be recommended for induction as a LCW Hall of Famer. Nominees with the highest score will be selected unless mitigating factors are considered.

CRITERIA TO BE EVALUATED

- I. **DISTINCTIVE ACCOMPLISHMENT** in the nominee's chosen field of endeavor, profession or otherwise.
This criterion is evaluating whether the actions, activity, or practices of the nominee set them apart from others. Are the actions, activity, or practices above and beyond, unique, exemplary, of new standard or record, or of excellence?
- II. **CONTRIBUTIONS** made of an **enduring nature** to the legal, social, political, cultural, economic, educational or overall well-being of the community, state or nation.
This criterion is evaluating whether the actions, activity, or practices of the nominee contributed in a significant way, long-term or transformative way, to the social, political cultural economic, educational, or overall well-being of the community. Did the distinctive accomplishments bear fruits of change or transformation to the well-being of the community, state, or nation?
- III. Identify the service given or commitment made which may have significantly **ADVANCED THE STATUS OF WOMEN IN SOCIETY.**
This criterion is evaluating whether the distinctive accomplishments, and contributions of enduring nature, advanced the status of women in society. Did the actions, activities, or practices of the nominee promote women, women's issues, equality for women, women's right, women's suffrage, or support the recognition of women in any way?
- IV. Describe the **IMPACT** nominee's major achievements or contributions has had on the lives of others.

For questions regarding the Laredo Women's Hall of Fame please call the City Secretary's Office at 956-791-7308. All applications are due by 5:00 p.m. on Wednesday, January 5, 2022.



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Nomination Form

NOMINATION CATEGORY (ONLY ONE PER NOMINATION): _____
(NOMINATION CANNOT BE ACCEPTED WITHOUT A CATEGORY)

Categories to choose from
Business, Education, Healthcare, Civic Leadership / Public Service, Fine and Performing Arts, Law Enforcement, Legal, Military, Philanthropy, Posthumous, Volunteerism, or Other

Candidate's Information

Name _____
Last (Maiden Optional) First Middle

Mailing Address _____
Address (or P.O. Box) Apt. or Suite Zip Code

Contact Phone Number ____ - ____ - ____ Email Address _____

Group or Individual Submitting Nomination

Name _____
Last (Maiden Optional) First Middle

Mailing Address _____
Address (or P.O. Box) Apt. or Suite Zip Code

Contact Phone Number ____ - ____ - ____ Email Address _____

Provide name and contact information of two persons who may offer further information about the nominee that are not personally related to the nominee.

Name _____ Phone Number _____

Name _____ Phone Number _____

Mail or bring in person completed form and attachments to: Jose A. Valdez, Jr., City of Laredo, City Secretary's Office, 1110 Houston St., Laredo, TX 78040. **All applications are due by no later than 5:00 p.m. on Wednesday, January 5, 2022.**

Submitted nomination packages and documentation will not be returned. Do not submit original documents and retain a copy for your records. Any material submitted may be used for publication and be accessible to the public. This form may be duplicated for additional nominations. Incomplete nomination packages and forms will not be considered.

Mail or bring in person the nomination package to: Jose A. Valdez, Jr., City of Laredo, City Secretary's Office, 1110 Houston St., Laredo, TX 78040. **All applications are due by no later than 5:00 p.m. on Wednesday, January 5, 2022.**

Check List (Three copies of these items need to be submitted)

1. Completed Nomination Form
2. Biographical Background ***Minimum 1 page, maximum 3 pages.***
3. Four supporting brief narratives for each of the four criteria under evaluation. ***Maximum ½ page for each of the four criteria.***
4. Supporting documentation or evidence for each of the four criteria ***Please do not submit any original documents as all packets will be retained by the City of Laredo.***