

LEADERSHIP FOR A CHANGING WORLD

Nomination Guidelines

NOMINATION GUIDELINES

- Please submit three (3) stapled sets and one (1) paper-clipped set of the information requested below (Section I-III).
- Please do not exceed the page limit indicated for the nomination letter and resume.
- Letters should be double-spaced in 12-point font.
- The name of the nominee* should appear in the upper right corner of every page of letter submitted.
- Please submit only one nomination of an individual leader or leadership group per nomination package. If you are submitting more than one nomination, prepare each nomination package separately and mail in separate envelopes.

Please only include materials requested. Supplemental materials will not be accepted.

PLEASE SEND THE COMPLETED NOMINATIONS PACKAGE TO:

**Attn: Nominations
Leadership for a Changing World
Advocacy Institute
1629 K St., NW, Suite 200
Washington, DC 20006-1629**

*Throughout this text, the term “nominee” is used to represent both individual leaders and leadership groups.

NOMINATIONS MUST:

- Be signed by the nominator.
- Be received by the Advocacy Institute at the above address by January 7, 2005, 5 p.m. (EST).
- Be complete (see checklist).

I. NOMINATION LETTER

Please address all of the following questions in a combined total of no more than five (5) double-spaced pages. Organize your response by sections. Use the numbers and letters of each section in your response to identify the question to which you are responding. Sign the letter and provide your title and organization (if any), mailing address, phone, fax, and email address in your letter. Unsigned letters will not be accepted.

1. How did you hear about Leadership for a Changing World? Please provide specific details.
2. Describe the field in which your nominee works in four words or less (e.g., religion and social change, affordable housing, environmental justice).
3. Please address the following questions A-D (A-E for leadership group nominations):
 - A. In what capacity and for how long have you known the nominee?
 - B. What social problem(s) does your nominee address? How does your nominee work to address them? Describe specific examples of your nominee's track record.

C. Provide concrete examples that demonstrate the leadership style and characteristics of the nominee.

D. Describe the communities or the constituencies with which your nominee works. How does your nominee engage community members? Give examples of how your nominee's work bridges boundaries among communities (e.g., geographic, racial/ethnic, issue, etc.)?

E. (For group nominations only) Describe the role of each nominated leader within the leadership group, and tell us how the team works together and shares leadership.

II. ONE-PAGE RESUME

In addition to professional and volunteer experiences, please include a list of awards received and leadership programs in which the nominee participated. If this is a group nomination, please submit a resume for each individual within the leadership group.

III. FILL OUT THE FORMS PROVIDED AND SUBMIT

FORM A. NOMINATOR AND NOMINEE CONTACT INFORMATION AND OPTIONAL DEMOGRAPHIC INFORMATION

If leadership group nomination includes more individuals than the space allows, please photocopy this form and include the additional names and contact information.

FORM B. ORGANIZATIONAL BUDGET INFORMATION

FORM C. REFERENCE CONTACT INFORMATION

List two references who are deeply familiar with the nominee's leadership style and who have experienced the nominee's leadership in action. The reference should be able to provide detailed anecdotal information about their leadership. Include their names, affiliations, addresses, telephone and fax numbers, and email addresses. In the case of a leadership group nomination, provide two references for the group.

CHECKLIST

In order for nominations to be considered please make sure to follow the guidelines carefully. A complete nomination consists of:

- Three (3) stapled sets and one (1) paper-clipped set of the following with the name of the nominee appearing in the upper right corner of each page of the nomination letter
- A signed nomination letter of no more than five double-spaced pages
- One-page resume
- Nominee and Nominator Contact Information and Optional Demographic Information
- Organizational Revenue Information
- Reference Contact Information

LEADERSHIP FOR A CHANGING WORLD

Form A: Nominator and Nominee Contact Information (Optional Demographic Info):

Please provide the following information for the nominator and the nominated individual leader or the individuals in the leadership group whom you are nominating.

To nominate one individual, complete the first set of information only. If you are nominating a group that shares leadership, photocopy and complete a second set if needed. In the case of shared leadership groups, the first nominee listed should be the primary contact for the group.

NOMINATOR

NOMINATOR

Name
Title/Organization (if any)
Mailing Address
Phone
Cell Phone
Fax
Email
Website (if any)

Please add me to your e-mail announcement list.

1. NOMINEE:

Name
Title/Organization (if any)
Mailing Address
Phone & Cell Phone
Fax
Email (if any)
Website (if any)

Demographic (optional):

Racial/Ethnic background.....

Please circle: MALE FEMALE
Age Group: UNDER 19 20-29 30-39 40-49 50-59 60 PLUS
Educational Level: SOME HIGH SCHOOL HIGH SCHOOL/GED
SOME COLLEGE COLLEGE DEGREE
SOME GRADUATE EDUCATION GRADUATE DEGREE

2. NOMINEE:

Name
Title/Organization (if any)
Mailing Address
Phone & Cell Phone
Fax
Email (if any)
Website (if any)

Demographic (optional):

Racial/Ethnic background.....

Please circle: MALE FEMALE
Age Group: UNDER 19 20-29 30-39 40-49 50-59 60 PLUS
Educational Level: SOME HIGH SCHOOL HIGH SCHOOL/GED
SOME COLLEGE COLLEGE DEGREE
SOME GRADUATE EDUCATION GRADUATE DEGREE

3. NOMINEE:

Name
Title/Organization (if any)
Mailing Address
Phone & Cell Phone
Fax
Email (if any)
Website (if any)

Demographic (optional):

Racial/Ethnic background.....

Please circle: MALE FEMALE
Age Group: UNDER 19 20-29 30-39 40-49 50-59 60 PLUS
Educational Level: SOME HIGH SCHOOL HIGH SCHOOL/GED
SOME COLLEGE COLLEGE DEGREE
SOME GRADUATE EDUCATION GRADUATE DEGREE

4. NOMINEE:

Name
Title/Organization (if any)
Mailing Address
Phone & Cell Phone
Fax
Email (if any)
Website (if any)

Demographic (optional):

Racial/Ethnic background.....

Please circle: MALE FEMALE
Age Group: UNDER 19 20-29 30-39 40-49 50-59 60 PLUS
Educational Level: SOME HIGH SCHOOL HIGH SCHOOL/GED
SOME COLLEGE COLLEGE DEGREE
SOME GRADUATE EDUCATION GRADUATE DEGREE

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Form B: Organizational Budget Information

NOMINEE'S NAME(S):

ORGANIZATION'S NAME:

Leadership for a Changing World expects that awardees will represent programs that are supported by substantial, moderate or even minimal budgets. One of the factors in helping us further understand your nominee's work is a clear picture of the organization's resources. Please describe the current and previous year's organizational revenue using the form below. For the previous year, please use actual income and expenditures in filling out the form. Each year should represent a 12-month period. The budget should be the one from which the nominee draws to pursue the work for which they are being nominated. If you are nominating the leader of a program within a larger institution, please submit the budget of the program, not the entire institution.

CURRENT FISCAL YEAR _____
(mm/yy - mm/yy)

PREVIOUS FISCAL YEAR _____
(mm/yy - mm/yy)

Total Budgeted Amount: \$

Total Actual Amount: \$

Total Committed YTD Amount: \$

Approximately what percentage of the total budgeted amount will be:

Approximately what percentage of this total income was:

- a. Government support:%
- Local%
- State%
- Federal%

- a. Government support:%
- Local%
- State%
- Federal%

b. Foundation support:%

Please list primary foundations:

b. Foundation support:%

Please list primary foundations:

c. Corporate support:%

Please list primary corporations:

c. Corporate support:%

Please list primary corporations:

d. Individual donor support:%

d. Individual donor support:%

e. In-Kind support:%

e. In-Kind support:%

Describe:

Describe:

f. Other:%

f. Other:%

Describe:

Describe:

Total Expenditures: \$

Total Expenditures: \$

Personnel:%

Personnel:%

Direct Expenses:%

Direct Expenses:%

Indirect Expenses:%

Indirect Expenses:%

If there is a significant discrepancy between the two fiscal years please give a brief explanation:

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Form C: Reference Contact Information

List two references who are deeply familiar with the nominee's leadership style and who have experienced the nominee's leadership in action. The reference should be able to provide detailed anecdotal information about their leadership.

NOMINEE NAME(S):

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.....
.....

REFERENCE 1

Name

Title/Organization (if any)

.....

Mailing Address

.....

Phone

Fax

Email (if any)

Website (if any)

REFERENCE 2

Name

Title/Organization (if any)

.....

Mailing Address

.....

Phone

Fax

Email (if any)

Website (if any)