



JEAN RUNYON COMMUNITY SERVICE AWARD

Presented by the Rotary Club of Sacramento

NOMINATION PROCESS & SUBMISSION GUIDELINES

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The evaluation process is designed to be objective, fair and transparent. It will involve a board-selected panel of Rotarians, herein referred to as the Jean Runyon Award Committee, whose responsibilities will include ensuring that:

- All nominations are submitted on or before the due date via email to latoya@rotarysacramento.com.
- All submissions will be final at the time of submission. Edits or additions cannot be made after submission has been received. Late nominations will not be accepted.
- Submissions meet all the requirements outlined in the Submission Guidelines below.
- All entries include responses to all sections of the Award Criteria.
- Nominations must be type-written or computer generated. Handwritten applications cannot be accepted.
- Nominations may include a nominee's profile of 50 words or less.
- Nominations may include examples of how nominees meet the Award Criteria and leadership attributes of 150 words or less for each criterion.
- Nominees must be members in good standing of the Rotary Club of Sacramento including but not limited to: membership dues are current and membership is active.

REPORT PROCESS & SCHEDULE

A scoring process for the Jean Runyon Community Service Award will be used to consistently evaluate each nominee against published criterion to ensure equal opportunity and consideration.

The Jean Runyon Award Committee will evaluate each nomination against the Award Criteria, assigning a point value to the quality of each answer. The points will be assigned based on examples provided in each category as well as illustration of the leadership attributes as described. The Committee will then collaborate on their individual evaluations to identify the top nomination to advance for confirmation.

The Jean Runyon Award Committee will identify the recipient of the Jean Runyon Community Service Award on or before January 4th, 2021 and present its decision to the Board of Directors at the January 2021 board meeting.

After the award recipient has been identified and confirmed, a member of the Jean Runyon Award Committee will engage with the recipient to prepare for the presentation. The award will be presented at Jean Runyon Day on March 2nd, 2021.

JEAN RUNYON AWARD COMMITTEE

The Award Committee is comprised of 4-6 active Rotarians. They have been fully briefed on the Award Criteria and Leadership Attributes that this award is meant to honor.

If a member of the Jean Runyon Award Committee is nominated for the Award, the member will immediately recuse him/herself from the committee and the entire selection process. The Rotary Club

of Sacramento president, with recommendation of the committee, will fill that vacancy with another Rotarian.

Award Criteria	As Measured by	Total Maximum Score <i>(out of 100 total points possible)</i>
Serves the Community	Philanthropically supports, actively participates and volunteers in local-area initiatives.	15 points
Blazes Trails	Entrepreneurial. Has a significant impact on issues relating to women in business.	20 points
Creates Opportunities	Has a vision and works to develop it. Pulls people together to achieve common goals. Networks and connects others.	10 points
Gives Generously	Generates donations and devotes personal time and resources, relative to one's ability, to causes of importance in the community.	5 points
Champions Women in Business	Mentors and inspires women at all ages and career stages.	20 points
Jean Runyon Leadership Attributes	Demonstrates the unique leadership attributes that made Jean so special and inspired this new recognition.	5 points for each leadership category, total of 30 points
<i>Resilient</i>	<i>Not easily intimidated. Does not back down. Able to rise above tragedy or misfortune. Ability to persevere through cynicism and adversity and still succeed. Overcomes obstacles.</i>	
<i>Appreciates Diversity</i>	<i>Not aligned with power or position. Values leadership, initiative and innovation. Ensures that everyone is heard and acknowledged. Welcomes and values all contributions and perspectives.</i>	
<i>Sense of Humor</i>	Encourages others to not take themselves too seriously. Able to stay focused and yet still find humor. Measures life by possibilities, not by disappointments.	
<i>Influencer</i>	Has the vision and insight to influence successful outcomes.	
<i>Good Listener</i>	A facilitator of getting others to express their opinions. Not one to take over a discussion but rather to keep others engaged and valued.	
<i>Smart and Intelligent</i>	Able to develop complex strategies that include milestones, successful outcomes, clear and attainable goals.	