



LOUISIANA LEGISLATIVE WOMEN'S CAUCUS FOUNDATION

"Preparing and Developing the Next Generation of Women Leaders"

Post Office Box 44188
Baton Rouge, Louisiana 70804-4188

Phone: (225) 342-0334

Fax: (225) 342-9854

Women's Caucus Website: llwc.louisiana.gov

LLWCF Website: llwcf.org

CHAIR

Rep. Karen Gaudet St. Germain
Pierre Part, District 60

SENATE VICE CHAIR

Sen. Yvonne Dorsey-Colomb
Baton Rouge, District 14

HOUSE VICE CHAIR

Rep. Regina Ashford Barrow
Baton Rouge, District 29

IMMEDIATE PAST CHAIR

Sen. Karen Carter Peterson
New Orleans, District 5

SECRETARY

Rep. Katrina Jackson
Monroe, District 16

TREASURER

Rep. Ledricka Johnson Thierry
Opelousas, District 40

PARLIAMENTARIAN

Rep. Nancy Landry
Lafayette, District 31

MEMBER AT LARGE

Rep. Barbara Norton
Shreveport, District 3

SENATORS

Sharon Weston Broome
President Pro Tempore
Baton Rouge, District 15

Sherri Smith Buffington
Keithville, District 38

REPRESENTATIVES

Paula Davis
Baton Rouge, District 69

Dorothy Sue Hill
Dry Creek, District 32

Valarie Hodges
Denham Springs, District 64

Helena Moreno
New Orleans, District 93

Patricia Haynes Smith
Baton Rouge, District 67

Julie Stokes
Kenner, District 79

Lenar Whitney
Houma, District 53

Ebony Woodruff
Harvey, District 87

STAFF

Trin Antoine Johnson
Executive Director

December 14, 2015

Dear Friends:

On behalf of the Louisiana Legislative Women's Caucus Foundation, I am pleased to begin our call for nominations for the 2016 Women of Excellence Awards & Scholarships. The deadline to receive nominations is Friday, February 19, 2016. The categories for the awards are:

- College Woman of Excellence (ages 18 to 25)
- High School Woman of Excellence (for graduating seniors)
- Louisiana Hero of Excellence
- Non-Profit of Excellence

The awards will be given at the 9th Annual Women of Excellence Awards & Scholarship Ceremony and Reception on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel. The annual awards' program recognizes and honors the exemplary achievements and contributions of extraordinary women in Louisiana who personify excellence in their leadership, profession, academics, community service, character and integrity. In addition, the Foundation will give educational scholarships during the awards' program to deserving young women. Since 2010, the women legislators in Louisiana have awarded \$32,500 in scholarships to deserving young women in our great state. Scholarships to be awarded include:

- The Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 which will be awarded to the winners of the High School Woman of Excellence Award and the College Woman of Excellence Award
- Several Educational Advancement Opportunity (EAO) Scholarships for \$500. Individuals can apply for the EAO Scholarship, if they **are not** applying for the High School Woman of Excellence Award or the College Woman of Excellence Award.

Please visit llwcf.org to complete the Women of Excellence nomination form or the EAO Scholarship application. Should you have any questions regarding the awards or the scholarships, please contact Trin Johnson in the Women's Caucus Office at 225.342.0334.

Respectfully,

Rep. Karen St. Germain, Chair

Louisiana Legislative Women's Caucus Foundation

OUR MISSION

The Louisiana Legislative Women's Caucus Foundation's mission is: *"To prepare and develop women leaders in Louisiana to be significant contributors and achievers in society."*

WHO WE ARE

The Louisiana Legislative Women's Caucus Foundation is a non-profit corporation with an IRS designation of 501(c)(3). It is administered by the Louisiana Legislative Women's Caucus, which is comprised of women legislators currently serving in the Louisiana Legislature. The selection of the Women of Excellence Awards and scholarship recipients is made by an awards and scholarship committee. This committee makes its decisions based on defined criteria and works independently of the women legislators. Members of the Louisiana Legislative Women's Caucus and its staff do not serve on the awards and scholarship committee.

OUR PHILOSOPHY

The Foundation prides itself on encouraging women of Louisiana to uphold high levels of integrity, excellence in character, leadership and service to others and outstanding work and academic standards. We believe these factors are the primary ingredients for success for every role a woman has in her lifetime.

PROGRAM DESCRIPTION

The Women of Excellence Awards & Scholarship Program recognizes and honors the exemplary achievements and contributions of extraordinary women in Louisiana who personify excellence in their leadership, profession, academics, community service, character and integrity. The Foundation also supports the educational advancement of deserving young women in Louisiana through the awarding of scholarships with the Louisiana Legislative Women's Caucus Foundation Scholarship for \$1,000 and the Educational Advancement Opportunity (EAO) Scholarship for \$500.

View excerpts of the 2015's scholarship presentations online at
<http://youtu.be/Jgx8L-BsaTA>

Louisiana Legislative Women’s Caucus Foundation
2016 Women of Excellence Awards
Category of Non-Profit of Excellence

2016 Categories

2016 Description of Categories

Women of Excellence nominees are role models, leaders and innovators who embody the extraordinary characteristics of being hardworking, inspirational to others and entrepreneurial and who personify excellence in integrity and service to others.

1. **College Woman of Excellence (ages 18 to 25)** – A young woman who personifies excellence in integrity, character, academics, leadership and community service and who is within the age range of 18 to 25. The nominee must have a grade point average of 3.0 and be currently enrolled in a two-year technical or community college, four-year college/university or a graduate/professional school. (Other criteria apply.)
2. **High School Woman of Excellence (must be a graduating senior)** – A young woman who personifies excellence in integrity, character, academics, leadership and community service. The nominee must have a grade point average of 3.0, be a graduating senior in a Louisiana high school or approved home school program, graduating in the class of 2016 and be a resident of Louisiana. (Other criteria apply.)
3. **Louisiana Hero of Excellence** – A woman who is an ordinary everyday person, who is making extraordinarily positive differences in changing the lives of people in Louisiana and/or beyond.
4. **Non-Profit of Excellence** – An IRS recognized non-profit in good standing, which works to improve or strengthen the lives of women and/or girls in Louisiana.

**Louisiana Legislative Women's Caucus Foundation
2016 Women of Excellence Awards
Category of Non-Profit of Excellence**

Note:

This nomination packet is for nominations in the new category of **Non-Profit of Excellence**.

- Nominations for other categories utilize a different nomination/application forms. Please visit llwcf.org or lwc.louisiana.gov to download the appropriate forms.

I. Criteria of Eligibility:

1. Must be an IRS recognized 501(c)(3) non-profit organization in Louisiana, which is in good standing.
2. Must be making extraordinarily positive differences in changing the lives of women and girls in Louisiana and/or beyond. (For example, helping to champion a cause for women or girls, promoting the well being of women, children and/or their families, helping to improve the health of women and girls, helping to improve the financial and employment of women and girls, helping to respond to families in crisis, helping to solve local or social issues involving women, girls and families, helping the elderly, helping the homeless, helping single parents, etc.)
3. Only one award will be given to the non-profit organization.

II. Deadline:

All applications and documents must be uploaded electronically online by **Friday, February 19, 2016**. **All incomplete packets will be automatically disqualified.**

III. Application Requirements – A completed application must include the following:

1. **Nomination Form** – Individuals must be nominated for this award. The nominator (the person who will make the nomination) must complete the nomination form online and answer specific questions about the non-profit organization. The form must be signed by the nominator and submitted electronically online. The nomination form is available at: <http://jotformpro.com/form/43137685412960>. The deadline for the form to be completed and submitted online is Friday, February 19, 2016.
2. **Application** – Nominee must complete the Woman of Excellence Application and submit the required information online. The application can be completed online at: <http://jotformpro.com/form/43137641749965>.
3. **Narrative** – The narrative of the non-profit organization must not exceed two pages. The narrative must include information on the organization's mission, history, accomplishments and achievements. Narratives over two pages will disqualify the nomination packet.
4. **Articles** – Include no more than five articles written on websites or in magazines, newspapers, journals, etc. about the non-profit organization.
5. **IRS Determination Letter** – Please provide a copy of the IRS letter of determination stating that the organization is tax-exempt.
6. **Agreement and Consent Form** – This form is to be signed by a board member or executive director of the non-profit organization, which has been nominated and also must acknowledge all information is true and accurate in the application.

Louisiana Legislative Women's Caucus Foundation
2016 Women of Excellence Awards
Category of Non-Profit of Excellence

IV. Woman of Excellence Award Recognition:

1. The recipient will be recognized at the 2016 Louisiana Legislative Women's Caucus Foundation's Women of Excellence Awards & Scholarship Ceremony and Reception on Tuesday, May 24, 2016 at 6:30 p.m. at the Baton Rouge Hilton Capitol Center Hotel.
2. The recipient must attend the awards ceremony in person.

V. Inquiries:

For questions regarding the Women of Excellence Awards, please contact the Louisiana Legislative Women's Caucus Office at 225.342.0334 or llwc@legis.la.gov.

VI. Procedural Guidelines:

1. The LLWCF's Women of Excellence Award Nomination Form, the Women of Excellence Application Form and all attachments will be the determining factors for the Women of Excellence Awards.
2. Upon receipt, nomination data and all pertinent information become the property of Women's Caucus and will not be returned.
3. The awards' committee reserves the right to move a nominee to a more appropriate category and to withhold an award in any category.
4. Nominations sent via fax or email will not be accepted. All information must be completed and submitted online via the provided website links.
5. Previous award and scholarship recipients of the Louisiana Legislative Women's Caucus Foundation Scholarship are not eligible to apply.
6. Current members of the Louisiana Legislative Women's Caucus, its staff and immediate members of their families are not eligible for the award.
7. Incomplete packages and those missing information will be disqualified.
8. Unsigned forms, letters and agreement and consent forms will not be accepted.
9. The foundation reserves the right to discontinue any category should an inadequate number of candidates apply or suitable candidates are not nominated.
10. All applicants will be notified via email regarding the final outcome of the selection process.

**Louisiana Legislative Women’s Caucus Foundation
2016 Women of Excellence Awards
Category of Non-Profit of Excellence**

VI. Procedural Guidelines (Continued):

11. After recipients are selected, they will be required to submit the following documents:
- a. One Page Narrative -- A one-page, double-spaced narrative in Microsoft Word format in paragraph form, which will be used in our program book. The narrative must provide the history of the non-profit organization with an overview of its current programs, activities, accomplishments, designations and awards. When requested, this document must be submitted via email to llwc@legis.la.gov by **Friday, April 15, 2016**.
 - b. Short Paragraph Narrative – A one paragraph narrative in Microsoft Word format in paragraph form. This will be used in the video presentation. Please include the organization’s mission, goals, special interests, honors, achievements and distinctions received. When requested, this document must be submitted via email to llwc@legis.la.gov by **Friday, April 15, 2016**.
 - c. Photograph – An electronic high-resolution photo of the non-profit organization’s board, executive staff or logo is needed (at least 300 dpi in either TIF or JPG format as a separate file). NOTE: “Selfie” photographs WILL NOT be accepted. Please do not embed the photo onto your organization’s narrative. When requested, this document must be submitted via email to llwc@legis.la.gov by **Friday, April 15, 2016**.

VII. Completed Packets Must be Received by Friday, February 19, 2016:

Emailed, hand-delivered or faxed packets will not be accepted. All incomplete packets will be automatically disqualified.