



CHAPTER AWARDS GUIDELINES

**“Making a Difference Today
Creating a Better Tomorrow”**

Revised January 2010

MANA, A National Latina Organization

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POLICY

MANA will recognize through a national awards program, special achievements of individuals and Chapters in furthering the purposes of the organization. Two copies of all awards nominations and supporting documentation should be postmarked to the MANA National Office by April 20, 2010. Results will be announced at the 2010 Annual Membership Meeting.

MANA chapters shall be encouraged to establish a local awards program to recognize special contributions and achievements of members and individuals in the community in support of the purposes of the organization. Procedures for implementing MANA chapter awards program will be established by the chapter. It is recommended that a chapter Awards Committee be selected to administer the chapter awards program.

The following national MANA awards will be considered for presentation annually:

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EVANGELINE ELIZONDO CHAPTER OVERALL ACHIEVEMENT AWARD

This award will be presented to a chapter in recognition of consistent excellent performance during the program year (January 1 through December 31). The award was established to stimulate interest and friendly competition among MANA chapters. All Chapters will be required to fill out this Annual Report and indicate if they wish to be considered for the Award if all requirements are met.

Page 7

BEST CHAPTER NEWSLETTER ACHIEVEMENT AWARD

One award for the best chapter newsletter will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

Page 9

BEST CHAPTER PROGRAM ACHIEVEMENT AWARD

One award for the best chapter newsletter will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

Page 11

BEST CHAPTER FUNDRAISER ACHIEVEMENT AWARD

One award for the best chapter fundraiser will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

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BEST CHAPTER MEMBERSHIP ACHIEVEMENT AWARD

One award for the best chapter membership achievement will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

Page 15

BEST CHAPTER SPECIAL PROJECT ACHIEVEMENT AWARD

One award for the best chapter special project will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

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BEST CHAPTER HERMANITAS® PROGRAM ACHIEVEMENT AWARD

One award for the best chapter HERMANITAS® program will be presented to chapters who excel in the special emphasis areas during the program year (January 1 through December 31).

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BLANDINA CARDENAS DISTINGUISHED SERVICE AWARD

This award will be presented to the person (Corporation, Department or Agency official, Member of Congress, etc.) who has shown courage and leadership in furthering the cause of Latinas and MANA, A National Latina Organization.

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BETTIE BACA FOUNDERS AWARD

This award will recognize the MANA member who has consistently rendered outstanding service to the organization. In general, the award represents contributions beyond the scope of the responsibilities of office, whether elective or appointive.

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FEDERAL DEPARTMENT/AGENCY AWARD

This award will recognize a Federal Department or Agency has shown exemplary sensitivity and support of Hispanics/Latinas.

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PRIVATE SECTOR AWARD

This award will recognize a corporation or organization in the private sector that has shown exemplary service to Hispanics/Latinas and MANA, A National Latina Organization.

GUIDELINES FOR EVANGELINE ELIZONDO CHAPTER OVERALL ACHIEVEMENT AWARD

1. All Chapters are required to fill out the form for the Evangeline Elizondo Chapter Overall Achievement Award by the required April 20, 2010 deadline. This form will also serve as the Chapter Annual Report. Chapters may elect to be considered for the award and will be asked to indicate such on the form.
2. The Chapter Overall Achievement Award recognizes the chapter that has best excelled in at least four of the six special emphasis areas defined below under Chapter Special Emphasis Area Achievement Awards (newsletter, programs, fund raiser, membership, special project, and HERMANITAS® program). Eligibility for the Chapter Overall Achievement Award is limited to 2 consecutive years.
3. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
4. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
5. Nominations for this award must be submitted in duplicate, using MANA Form A-1, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
6. Nominations must be postmarked by April 20, 2010.

CRITERIA

POINTS

Chapter must have submitted nominations for and be judged to excel in at least four of the chapter special emphasis area achievement award categories (chapter does not have to place first in order to be judged as excelling in a category).	40
Responsiveness of Chapter to Board Members, National Office and Board Liaison Chapter Organization; timeliness of reports; responsiveness to legislative alerts; responsiveness to special requests; membership dues, newsletters, etc.	25
Other special functions not covered by other categories (e.g., starting a new chapter, participating in national training programs, etc.)	10
Impact of chapter on surrounding community (e.g., particular impact on advocacy issues or establishing rapport, networking with previously inactive members or those without a positive communication link with MANA.)	25
<hr/>	
Total possible points for overall award	100



MANA FORM A-1
2009 ANNUAL CHAPTER REPORT
NOMINATION FOR EVANGELINE ELIZONDO CHAPTER OVERALL ACHIEVEMENT AWARD

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

All Chapters are required to fill out the form for the Evangeline Elizondo Chapter Overall Achievement Award by the required April 20, 2010 deadline. This form will also serve as the Chapter Annual Report. Chapters may elect to be considered for the award and will be asked to indicate such on the form. Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-1 and the page number to avoid any confusion.

I. ANNUAL GOALS/OBJECTIVES

II. MEMBERSHIP STATUS

- a. Total membership: Please attached complete membership list with the date joined and expiring for each member. *(Note: The attached membership list will not be provided to the entire membership when copies of the Annual Chapter Reports are shared at the Annual Membership Meeting)*
 - i. Students
 - ii. Regular
 - iii. Senior
 - iv. Higher Ed.
- b. Recruitment Activities/Campaigns

III. PROGRAM HIGHLIGHTS

- a. HERMANITAS®
- b. AvanZamos
- c. Scholarship (If it applies)

IV. MEDIA/PUBLIC RELATIONS ACCOMPLISHMENTS

V. FUNDRAISING EFFORTS

VI. ISSUES/CONCERNS FOR THE NATIONAL BOARD OF DIRECTORS

VII. CALENDER OF EVENTS FOR 2009

VIII. CALENDAR OF EVENTS FOR 2010

- a. **CHAPTER OFFICER LIST, INCLUDING CONTACT INFORMATION** *(Note: The attached officer list will not be provided to the entire membership when copies of the Annual Chapter Reports are shared at the Annual Membership Meeting)*

- IX. WOULD YOU LIKE FOR YOUR CHAPTER TO BE CONSIDERED FOR THE EVANGELINE ELIZONDO CHAPTER OF THE YEAR AWARD?**
[] Yes
[] No
- X. NOMINATION SUBMITTED FOR FOLLOWING CHAPTER SPECIAL EMPHASIS AREA ACHIEVEMENT AWARDS** *(Please check the boxes for the awards your Chapter is being nominated for. Please note that Chapters who would like to be considered for the Chapter of the Year Award must have nominations for 4 of the 6):*
[] NEWSLETTER AWARD
[] PROGRAM AWARD
[] FUND RAISER AWARD
[] SPECIAL PROJECT AWARD
[] MEMBERSHIP AWARD
[] HERMANITAS® AWARD
- XI. RESPONSIVENESS TO REGION/NATIONAL** *(Please indicate and give specific examples of your Chapter's responsiveness to regional and national requests)*
- XII. OTHER SPECIAL FUNCTIONS NOT COVERED BY SUBMITTED CHAPTER SPECIAL EMPHASIS AREA ACHIEVEMENT AWARD NOMINATIONS**
- XIII. IMPACT OF CHAPTER ON SURROUNDING FEDERAL/PRIVATE COMMUNITY**
- XIV. ANY ADDITIONAL COMMENTS YOU WOULD LIKE FOR THE AWARDS COMMITTEE TO CONSIDER**

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER NEWSLETTER AWARD

1. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
2. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
3. Nominations for this award must be submitted in duplicate, using MANA Form A-2, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
4. Nominations must be postmarked by April 20, 2010.
5. Dual awards will be presented to winning chapters of a joint project.
6. Sample copies of at least three newsletters must be attached to the nomination form.

<u>CRITERIA</u>	<u>POINTS</u>
Regularity of issue (Is it monthly, quarterly, etc.? Is it actually published regularly as promised?)	15
Content (quality, quantity, and accuracy)	40
Circulation (Is newsletter used as a recruitment tool, sent to local leaders, organizations, sent to other chapters, etc.?)	20
Format (interesting layout, easy to read, professional appearance, etc.?)	10
Other (Does it carry special features, does it include a membership form, etc.?)	15
—————	
Total possible points	100



**MANA FORM A-2
NOMINATION FOR BEST CHAPTER NEWSLETTER AWARD**

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)

PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-2 and the page number to avoid any confusion. Complete nominations will have at least three (3) issues of your Chapter Newsletter attached.

- I. REGULARITY OF ISSUE:**
- II. CIRCULATION:**
- III. OTHER (any other justification you consider pertinent):**

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER PROGRAM AWARD

1. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
2. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
3. Nominations for this award must be submitted in duplicate, using MANA Form A-3, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
4. Nominations must be postmarked by April 20, 2010.
5. Sample copies of publicity methods must be attached to the application form.
6. Dual awards will be presented to winning chapters of a joint project.

<u>CRITERIA</u>	<u>POINTS</u>
Pertinence to MANA Mission and Goals	30
Pertinence to Latina/women's issues	20
Regularity of programs	10
Program planning (Are they planned ahead, geared to pertinent events such as legislative issues, etc.)	15
Publicity (How are programs publicized, is adequate notice given, etc.)	10
Appropriateness for the chapter/community; explain. (Are programs varied and geared to all economic levels; do they address actions currently underway such as employment layoffs, school issues, contracting to Latinas, etc.?)	15
———	
Total possible points	100



**MANA FORM A-3
NOMINATION FOR BEST CHAPTER PROGRAM AWARD**

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-3 and the page number to avoid any confusion. Complete nominations will have copies of publicity methods.

- I. NAME OF PROGRAM**
- II. PURPOSE OF PROGRAM**
- III. PERTINENCE TO LATINA ISSUES**
- IV. REGULARITY OF PROGRAMS**
- V. NUMBER OF ATTENDEES**
- VI. PROGRAM PLANNING**
- VII. PUBLICITY (Attach sample copies in addition to narrative)**
- VIII. APPROPRIATENESS FOR THE CHAPTER/COMMUNITY**

I certify that the information reported for MANA de _____
is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER FUNDRAISER AWARD

7. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
8. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
9. Nominations for this award must be submitted in duplicate, using MANA Form A-4, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
10. Nominations must be postmarked by April 20, 2010.
11. A description of the fund raiser and supporting evidence must be included with the application form.
12. Dual awards will be presented to winning chapters of a joint project.

<u>CRITERIA</u>	<u>POINTS</u>
Method/strategy used (auction, publications, seminar, flea market, softball, etc.)	30
Amount of money raised (gross and net)	10
Consistency of methods used with purposes of MANA	40
Consistency of use of money with purposes of chapter/MANA objectives	20
—	
Total possible points	100



MANA FORM A-4
NOMINATION FOR BEST CHAPTER FUNDRAISER AWARD

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)

PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-4 and the page number to avoid any confusion. Complete nominations will have a description of the fund raiser and supporting evidence.

- I. METHOD/STRATEGY USED
- II. AMOUNT OF MONEY RAISED: _____ GROSS _____ NET
- III. CONSISTENCY OF METHODS USED WITH PURPOSE OF MANA:
- IV. CONSISTENCY OF USE OF MONEY WITH PURPOSES OF CHAPTER AND MANA OBJECTIVES

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER MEMBERSHIP AWARD

1. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
2. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
3. Nominations for this award must be submitted in duplicate, using MANA Form A-5, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
4. Nominations must be postmarked by April 20, 2010.
5. Supporting evidence must be attached to the nomination form. A copy of the most current membership listing provided to the MANA National Office must be part of the nomination package for this award.
6. Dual awards will be presented to winning chapters of a joint project.

<u>CRITERIA</u>	<u>POINTS</u>
Increase in membership -- Maximum points (Percentage based on number of paid members as of December 31 of previous fiscal year versus number of new members as of December 31 of current fiscal year)	40
Increase of 10%	= 10 Points
Increase of 11% thru 25%	= 20 Points
Increase of 26% thru 40%	= 30 Points
Increase of 41% and over	= 40 Points
Retention of members -- Maximum points	35
Retention of 50%	= 10 Points
Retention of 51% thru 75%	= 20 Points
Retention of 76% thru 89%	= 30 Points
Retention of 90% and over	= 35 Points
Membership drives and strategies used	25
—————	
Total possible points	100



**MANA FORM A-5
NOMINATION FOR BEST CHAPTER MEMBERSHIP AWARD**

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)

PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-5 and the page number to avoid any confusion. Complete nominations will have a copy of the most current membership listing provided to the MANA National Office.

- I. INCREASE IN MEMBERSHIP**
- II. TOTAL PAID MEMBERS JANUARY 1 TO DECEMBER 31 PREVIOUS FISCAL YEAR**
- III. NUMBER MEMBERS AS OF DECEMBER 31 CURRENT FISCAL YEAR**
- IV. CONTINUING MEMBERS (on roll as of charter date)**
- V. MEMBERSHIP DRIVES AND STRATEGIES USED**

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER SPECIAL PROJECT AWARD

A special project is defined as any special function/project, not covered by the other special award categories, which gives visibility and credibility to MANA, and which furthers the purposes of MANA (e.g., special legislative efforts including timely response to legislative action alerts; special Equal Pay activity; hosting a special MANA banquet/luncheon/breakfast; developing and working with an Advisory Council; doing an unusually good job of hosting the National Board of Directors meeting or training program; a reception honoring Latina leaders; etc.).

1. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
2. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
3. Nominations for this award must be submitted in duplicate, using MANA Form A-6, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
4. Nominations must be postmarked by April 20, 2010.
5. Description and supporting documentation must be attached to the nomination form.
6. Dual awards will be presented to winning chapters of a joint project.

<u>CRITERIA</u>	<u>POINTS</u>
Reason for special project (Explain what, where, when, and why)	30
Contribution to visibility of MANA and purpose of MANA	70
———	
Total possible points	100



**MANA FORM A-6
NOMINATION FOR BEST CHAPTER SPECIAL PROJECT AWARD**

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)

PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-6 and the page number to avoid any confusion. Complete nominations will have a description of the special project and supporting documentation.

- I. NAME OF PROGRAM**
- II. PURPOSE OF PROGRAM**
- III. PERTINENCE TO LATINA ISSUES**
- IV. REGULARITY OF PROGRAMS**
- V. NUMBER OF ATTENDEES**
- VI. PROGRAM PLANNING**
- VII. PUBLICITY (Attach sample copies in addition to narrative)**
- VIII. APPROPRIATENESS FOR THE CHAPTER/COMMUNITY**
- IX. CONTRIBUTION TO VISIBILITY OF MANA AND PURPOSE OF MANA**

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT

GUIDELINES FOR BEST CHAPTER HERMANITAS® AWARD

1. Chapters that have been more than 60 days delinquent in financial obligations to National MANA during the current fiscal year are not eligible for competition for this award. Financial obligation for purposes of awards is defined as any monies owed to National MANA that have been mutually acknowledged by both parties as a valid debt or obligation including but not limited to national dues, event registrations, etc.
2. In order to be eligible for consideration for this award, chapters must have submitted all reports requested from the MANA National Office during the awards year.
3. Nominations for this award must be submitted in duplicate, using MANA Form A-7, to the National MANA Awards Committee. All supporting documentation must accompany the form to be fully considered. You may submit the information via email to a member of the MANA National Office Staff, but will still be required to mail two copies of the complete nomination.
4. Nominations must be postmarked by April 20, 2010.
5. Supporting evidence must be attached to the nomination form. A copy of the most current membership listing provided to the MANA National Office must be part of the nomination package for this award.
6. Dual awards will be presented to winning chapters of a joint project.

<u>CRITERIA</u>	<u>POINTS</u>
Increase in membership -- Maximum points (Percentage based on number of registered members as of December 31 of previous fiscal year versus number of new members as of December 31 of current fiscal year)	25
Increase of 10%	= 10 Points
Increase of 11% thru 25%	= 15 Points
Increase of 26% thru 40%	= 20 Points
Increase of 41% and over	= 25 Points
Retention of members -- Maximum points	25
Retention of 50%	= 10 Points
Retention of 51% thru 75%	= 15 Points
Retention of 76% thru 89%	= 20 Points
Retention of 90% and over	= 25 Points
Use of established HERMANITAS® curriculum	20
Community Service	20
Responsiveness to MANA National Office	10
<hr style="width: 10%; margin-left: auto; margin-right: 0;"/>	
Total possible points	100



**MANA FORM A-7
NOMINATION FOR BEST CHAPTER HERMANITAS® AWARD**

DATE SUBMITTED: _____

CHAPTER NAME: _____

PRESIDENT NAME: _____

ADDRESS: _____

_____ (O) _____ (H)

PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-7 and the page number to avoid any confusion. Complete nominations will have a description of the program and supporting documentation as well as the most current membership list provided to the MANA National Office.

- I. INCREASE IN HERMANITAS MEMBERSHIP**
- II. RETENTION OF HERMANITAS**
- III. USE OF ESTABLISHED HERMANITAS CURRICULUM**
- IV. COMMUNITY SERVICE**
- V. RESPONSIVENESS TO NATIONAL OFFICE**
- VI. LOCAL RECOGNITIONS**
- VII. CALENDAR OF EVENTS 2009**

I certify that the information reported for MANA de _____ is accurate and complete to the best of my knowledge. My Chapter is in compliance with all of the requirements of MANA, A National Latina Organization to maintain a local chartered Chapter. As the Chapter President, I understand that I am responsible to answer for any questions that may arise in the review process and will do so to the best of my knowledge.

SIGNATURE --CHAPTER PRESIDENT



**MANA FORM A-8
BLANDINA CARDENAS DISTINGUISHED SERVICE AWARD NOMINATION FORM**

DATE SUBMITTED: _____

NOMINEE _____

NOMINATED BY : _____

CHAPTER: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-8 and the page number to avoid any confusion. Complete nominations will include information on how/why this person's policies, actions, and leadership had national visibility and impact, and resulted in at least three (3) of the following:

- I. **TRAINING OPPORTUNITIES FOR WOMEN**
- II. **BETTER PROMOTIONAL OPPORTUNITIES**
- III. **APPOINTMENT OF WOMEN INTO SUPERVISORY JOBS**
- IV. **OPENING UP NON-TRADITIONAL JOBS TO WOMEN**
- V. **SPECIAL PROJECTS THAT RESULTED IN BETTER PROMOTIONAL OPPORTUNITIES FOR LOWER GRADED WOMEN, SUCH AS RESTRUCTURING JOBS, PROMOTION FROM WITHIN, CROSS OVER WITH OTHER AGENCIES, ETC.**
- VI. **SIGNIFICANT CONTRIBUTION TO THE ADVANCEMENT OF WOMEN (I.E., MEMBER OF CONGRESS; THROUGH LEGISLATION; A JOURNALIST; ETC.)**
- VII. **PLEASE INCLUDE A JUSTIFICATION STATEMENT FOR WHY THE NOMINEE SHOULD RECEIVE THIS AWARD**

I certify that this information is correct to the best of my knowledge and I formally nominate _____ for the Blandina Cardenas Distinguished Service Award.

SIGNATURE



**MANA FORM A-9
BETTIE BACA FOUNDER'S AWARD NOMINATION FORM**

DATE SUBMITTED: _____

NOMINEE _____

NOMINATED BY : _____

CHAPTER: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-9 and the page number to avoid any confusion. Complete nominations will include information on how/why this person's whose action and leadership resulted in service to the organization to a degree beyond that required by office or membership and least three (3) of the following:

- I. **SIGNIFICANTLY INCREASING MANA MEMBERSHIP**
- II. **RENDERING OUTSTANDING SERVICE TO MEMBERS IN TERMS OF THEIR EMPLOYMENT OR TRAINING OPPORTUNITIES**
- III. **PROVIDING INNOVATIVE PROGRAMS OR PROJECTS**
- IV. **SUSTAINED EXCELLENCE IN SECURING PUBLICITY FOR MANA POLICIES OR PROGRAMS**
- V. **OTHER SIGNIFICANT CONTRIBUTIONS TO ENHANCE THE CAUSE OF MANA**
- VI. **PLEASE INCLUDE A JUSTIFICATION STATEMENT FOR WHY THE NOMINEE SHOULD RECEIVE THIS AWARD**

I certify that this information is correct to the best of my knowledge and I formally nominate _____ for the Bettie Baca Founder's Award.

SIGNATURE



**MANA FORM A-10
FEDERAL DEPARTMENT/AGENCY AWARD NOMINATION FORM**

DATE SUBMITTED: _____

NOMINEE _____

NOMINATED BY : _____

CHAPTER: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

DEPARTMENT/AGENCY CONTACT : _____

_____ (O) _____ (H)
PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-10 and the page number to avoid any confusion. Complete nominations will include information on how/why this Department or Agency has shown exemplary service to MANA, A National Latina Organization.

- I. **HAS PROVIDED SERVICES OR ACTIVITIES DIRECTLY BENEFITING LATINAS/HISPANICS**
- II. **HAS MADE SIGNIFICANT CONTRIBUTION OF RESOURCES AND SERVICES CRITICAL TO THE SUCCESS OF MANA, A NATIONAL LATINA ORGANIZATION'S PROGRAM ACTIVITIES**
- III. **PLEASE INCLUDE A JUSTIFICATION STATEMENT FOR WHY THE NOMINEE SHOULD RECEIVE THIS AWARD**

I certify that this information is correct to the best of my knowledge and I formally nominate _____ for the Federal Department/Agency Award.

SIGNATURE



MANA FORM A-11
PRIVATE SECTOR AWARD NOMINATION FORM

DATE SUBMITTED: _____

NOMINEE _____

NOMINATED BY : _____

CHAPTER: _____

ADDRESS: _____

_____ (O) _____ (H)
PHONE NUMBERS

CORPORATION CONTACT : _____

_____ (O) _____ (H)
PHONE NUMBERS

Please answer the following in this format. Attach additional pages as necessary. All subsequent pages should contain the Chapter name, Form A-11 and the page number to avoid any confusion. Complete nominations will include information on how/why this Department or Agency has shown exemplary service to MANA, A National Latina Organization.

- I. **HAS PROVIDED SERVICES OR ACTIVITIES DIRECTLY BENEFITING LATINAS/HISPANICS**
- II. **HAS MADE SIGNIFICANT CONTRIBUTION OF RESOURCES AND SERVICES CRITICAL TO THE SUCCESS OF MANA, A NATIONAL LATINA ORGANIZATION'S PROGRAM ACTIVITIES**
- III. **PLEASE INCLUDE A JUSTIFICATION STATEMENT FOR WHY THE NOMINEE SHOULD RECEIVE THIS AWARD**

I certify that this information is correct to the best of my knowledge and I formally nominate _____ for the Private Sector Award.

SIGNATURE