

26th Annual TWIN Awards

Tribute to Women

Honoring Silicon Valley's Executive Women

Nominations will be accepted thru November 25, 2009

Nomination Guidelines and Requirements

What is the TWIN Awards Program?

For 25 years the YWCA Tribute to Women Program has honored women who exemplify excellence in executive level positions and the companies who employ these women. A maximum of the top 55 women who best meet the outlined criteria will be chosen by a group of former TWIN Honorees through a blinded selection process. The selected women will be honored, along with their employer, at an awards and fundraising dinner in May, at the San Jose Fairmont Hotel.

The YWCA provides services to over 24,000 local residents in childcare, employment assistance, assault prevention and intervention, teen pregnancy prevention, youth empowerment, counseling services and parent education programs. Funds generated through the Annual Awards Dinner allow the YWCA to further its mission to empower women and their families to become strong, productive, healthy members of our community.

Nomination Criteria

To determine eligibility, Nominee must meet a minimum of **three** of the following criteria:

1. Top level responsibility for a major functional role within her organization;
2. Substantial impact on the organization relative to its growth, profitability and innovation;
3. Responsibility for a significant share of the organization's annual budget and/or executive level responsibility for financial performance of the organization;
4. Responsibility for managing a substantial portion of the organization's employees;
5. Outstanding leadership qualities and successful role model for other women transitioning into executive positions.

Application Guidelines

1. Nominator must be the CEO or highest-ranking local officer or director in the company or division/business unit
2. A member of the Board of Directors may nominate the CEO or equivalent.
3. Companies may submit only one nomination per division/business unit.
4. Nominee must work for a company that is based in Silicon Valley.
5. Nominee's home office must be based in Silicon Valley.
6. Nominee must have been an employee of the nominating company for a minimum of one year at the time of nomination.

The Selection Process

Leading Bay Area companies submit nomination forms. A panel comprised of former TWIN Honorees will select the Honorees. A maximum of 55 qualified Honorees will be selected from the nominations received by **November 25, 2009**. A maximum of four Honorees may be selected per company but each must be from a different business unit or division. At the awards dinner, each Honoree is recognized individually and her company is recognized for its support of the advancement of women within the-organization.

Sponsorship Requirement

All companies who have an Honoree are expected to host a table at the TWIN Awards dinner in May for a minimum amount of \$2,500 per Honoree. This is to recognize the company's Honoree and to support the fundraising activities and mission of the YWCA of Silicon Valley. Many companies extend their level of participation by becoming major event sponsors. Information regarding sponsorship opportunities will be sent to companies following notification of an Honoree selection. This event provides companies with a unique opportunity to publicly recognize an outstanding executive woman, while also supporting the local community in which it operates.

The 26th Annual TWIN Awards dinner will be held:

- When: Thursday, May 20, 2010
- Where: Fairmont Hotel, downtown San Jose

Honoree Responsibilities, if Selected

All Honorees are expected to do the following:

- Attend a luncheon for Honorees only (usually held 5-6 weeks before the awards dinner.)
- Submit a digital photo for the event program and awards plaque (requirements to follow.)
- Provide a quote (topic to be assigned) to be printed in the event program.
- Attend a scheduled videotaping session, which will be shown at the Awards Dinner in lieu of acceptance speeches.
- Attend Awards Dinner in May at the Fairmont Hotel in San Jose.

Nomination submission

There are four ways to submit a TWIN nomination form:

- On-line: www.ywca-sv.org
- E-mail: events@ywca-sv.org
- Fax: (408) 294-1391
- Mail: TWIN Honoree Selection Committee
YWCA of Silicon Valley
375 South Third Street
San Jose, CA 95112

Nomination Deadline: 5 p.m., Wednesday, November 25, 2009