



18TH ANNUAL RECOGNITION OF WOMEN IN COUNTY GOVERNMENT

September 12, 2008

Dear Colleagues:

The Women In County Government (WICG) Governing Board invites you to participate in the recognition of accomplished women employed through the County of San Mateo. The purpose of the recognition program is to acknowledge and honor county women employees who have demonstrated success through their commitment in the areas of Community Service; Self-Development; and, Public Service.

The 18th Annual Recognition of Women in County Government and Charity Event is held during the holiday season where the award recipients are celebrated. This year's event will take place at the Sheraton Gateway Hotel in Burlingame on Monday, December 15th, 2008.

*Please take a moment to acknowledge outstanding performances of your fellow female colleagues by submitting a **one to two page detailed description of your nominee**, with specific details about her successful accomplishments. Be sure to **include your name, the nominee's name, the award category, and contact phone numbers.***

Nomination forms should be submitted to the following individuals:

Christina Johnsen at Cjohnsen@co.sanmateo.ca.us or Pony: PRO114 and

Carol Karwat at ckarwatt@sanmateocourt.org or Pony: SMC110XO.

The deadline to submit nominations is Friday, October 31, 2008.

Sincerely,

*Juda Tolmasoff, President
Women in County Government*

WOMEN IN COUNTY GOVERNMENT

Employee Recognition Program

NOMINATION PROCESS

The awards are open to all women employed by the County of San Mateo. A panel of three judges will make the selection of nominees.

The selected women will be honored at the Women in County Government's Annual Award Recognition and Holiday Charity Event on Monday, December 15, 2008 and presented at the Board of Supervisors meeting on Tuesday, December 16, 2008.

Individuals may submit more than one nomination. Nominations should be no longer than two pages. Nominations should be sent to:

Cjohnsen@co.sanmateo.ca.us (PRO114) and
Ckarwatt@sanmateocourts.org (SMC110XO)

NOMINATION INSTRUCTIONS

Please include the following information with nominations.

- ❖ Nominee's Full Name
- ❖ Nominee's department and job title
- ❖ Nominee's extension and pony number
- ❖ Identify the category of nomination
- ❖ Nominator's name, extension, and pony number
- ❖ Nominator's relationship with the nominee

The nominees are selected solely on the content of the nomination. Please ensure that you provide specific and complete detail in your nomination so the committee will have enough information to choose an outstanding nominee.

NOMINATION CATAGORIES

COMMUNITY SERVICE AWARD

WICG honors those women who have made a commitment to serve the San Mateo County community with compassion and integrity. WICG would like to acknowledge women who provide exceptional community service in San Mateo County outside their normal duties of responsibility. Please provide a 1-2 page detailed description of the nominee's commitment to community service and how she has impacted the community.

SELF-DEVELOPMENT AWARD

WICG honors those women who continuously strive to improve themselves through remarkable contributions to San Mateo County workforce. WICG would like to acknowledge women who have made a commitment toward self-development and have demonstrated their success. Please provide a 1-2 page detailed description of the nominee's self-development skill(s) that she has acquired and how it has contributed to her professional success.

PUBLIC SERVICE, THE EXTRA MILE AWARD

WICG honors those women who have a passion for their work and who continuously go above and beyond the call of duty in an extraordinary way. WICG would like to acknowledge women who have made San Mateo County a better place to live and work. Please provide a 1-2 page detailed description of the nominee's ability to over exceed the expectations of her job as witnessed by those around her.

IMPORTANT DATES

- September 11th Call for nominations
- **October 31st** **Nomination deadline for receipt of nomination forms**
- November 14th Honorees notified
- December 15th Awards Recognition Luncheon & Charity Event
- December 16th Presentation at the Board of Supervisors' Meeting