

# WOMEN'S HISTORY MONTH

How to Complete the  
Josephine Howard Stafford Memorial Award  
Nomination Form



# The 2023 Women's History Month Celebration will be held:

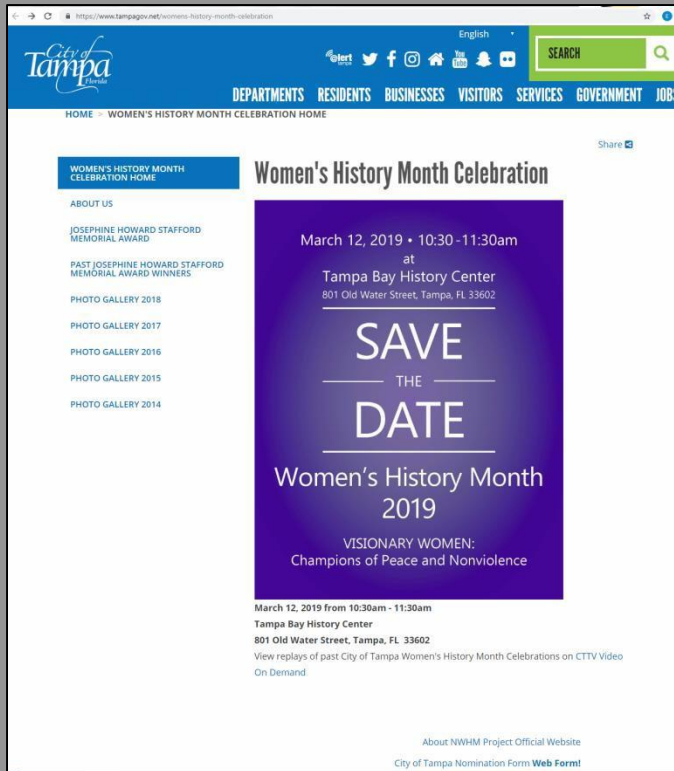
Date: March 1, 2023

Time: 10:30AM – 11:30AM

Location: Tampa Bay History Center  
801 Old Water Street  
Tampa, Florida 33602



To begin your nomination, go to the Women's History Month Celebration page on the City of Tampa's website

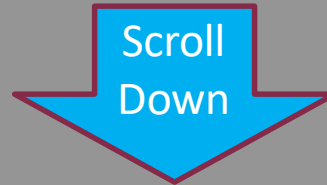


OR use the quick link below



<https://www.tampa.gov/josephine-howard-stafford-memorial-award>

Next, scroll down to the bottom where you will find links to a web form and a fillable PDF





Submit your nomination electronically via the online web form




About NWHM Project Official Website

City of Tampa Nomination Form **Web Form!**

**City of Tampa Nomination Form Fillable PDF!** 

 [how\\_to\\_complete\\_the\\_web\\_form\\_final\\_-\\_read\\_version.pdf](#)

 [About Josephine Howard Stafford - Video \(122kb\)](#)



Print a fillable PDF form  
\*Please print legibly.

The menu bar at the top of the page will guide you through the process

The screenshot shows the top navigation bar of the City of Tampa website. The header includes the City of Tampa logo, social media icons for @lert tampa, Twitter, Facebook, Instagram, YouTube, Snapchat, and a messaging icon. A search bar is located on the right. Below the header is a blue navigation bar with the following menu items: DEPARTMENTS, RESIDENTS, BUSINESSES, VISITORS, SERVICES, GOVERNMENT, and JO. The main content area shows a breadcrumb trail: HOME > JOSEPHINE HOWARD STAFFORD MEMORIAL AWARD. A progress bar is displayed with five steps: Start, Nominee Information, Leadership/Achievements, Associations/Service, and Complete. The 'Start' step is highlighted with a green dot and a red arrow pointing upwards. Below the progress bar, the text reads: CITY OF TAMPA WOMEN'S HISTORY MONTH CELEBRATION, JOSEPHINE HOWARD STAFFORD MEMORIAL AWARD, and NOMINATION FORM. A 'Share' button is visible on the right side of the progress bar.

Scroll down to begin.

\*Be prepared to fill out the form to completion. There is **not** an option to save and return to the nomination form later.

Scroll  
Down

# Completing the Nomination Form

The first part of the form identifies the person making the nomination... That's you! Be sure to complete this page fully, then click "NEXT PAGE."



**Nomination Submitted By:**

*(Please note, this application may be written in collaboration with the nominee to provide more complete information)*

**Full Name \***

**Department \***

**Title or Position \***

**Business Phone \***

**Email \***

**NEXT PAGE**



# Nominee Information

Tell us about the woman you are nominating for the Josephine Howard Stafford Memorial Award. Be sure to fill out as much information as possible. Scroll down; this is a long page!

Start      Nominee Information      Leadership/Achievements      Associations/Service      Complete

**Nominee Information:**

**Full Name \***

  
**Mailing Address \***  
**City \***      **State \***      **Zip Code \***              
**Daytime Phone \***      **Evening Phone \***      **Fax**              
**Email \***  
**Education \***

# Nominee Information – continued

Make sure to tell us which department she works (or worked) in, and provide a contact number for her. This is how we will notify her if she is selected for the award.


When complete, click “NEXT PAGE.”

**Current City Employee? \***

Yes  
 No

**City Employee Department \***

  
**City Employee Business Phone \***  
**City Employee Title / Position \***  
**City Employee - How Long? \***  

[PREVIOUS PAGE](#) | [NEXT PAGE >](#) 



This is where it really counts...

# SELL YOUR NOMINEE!

What leadership qualities and career achievements make her stand out?  
When complete, click "NEXT PAGE."



Share

Start      Nominee Information      Leadership/Achievements      Associations/Service      Complete

**\* Explain nominee's LEADERSHIP efforts and activities that have made a POSITIVE IMPACT and that have encouraged others to view her as a ROLE MODEL or MENTOR. (40 points)**

**Explain Leadership \***

**\* Describe how nominee has EXCELLED in her career field and her advancement to a PROFESSION LEVEL or FIELD where WOMEN are UNDER REPRESENTED. Include specific, significant contributions to the city and our citizens. (30 points)**

**Career Achievements \***

< PREVIOUS PAGE    NEXT PAGE >

# Final Page

You're almost done! Outline any professional associations or community organizations that your nominee is committed to serving.  
Remember: KEEP SELLING!



[Share](#)

Start      Nominee Information      Leadership/Achievements      Associations/Service      Complete

**\* Describe nominee's commitment to her CAREER through ACTIVE INVOLVEMENT in professional associations and organizations. Include any honors, awards or recognition by supervisor and peers, professional associations and self-advancement (15 points)**

**Professional Associations \***

**\* Describe nominee's commitment to COMMUNITY SERVICE through VOLUNTEER ACTIVITIES that are in addition to her professional duties. Include any honors, awards, or recognition received from the community - civic, cultural, economic, charitable, recreational, or educational. (15 points)**

**Community Service \***

## Final Page – continued

When you are done, you can submit your nomination OR review your nomination by clicking “PREVIOUS PAGE.”

If you choose to review the previous pages, you will have to click the “NEXT PAGE” button at the bottom of each page to get back to the final page and click “SUBMIT.”



The Selection Committee will review the applications and choose the honoree. All nominees will be notified, and the honoree will be informed of her selection prior to the 2019 Women’s History Month Celebration.



Thank you for taking the time to submit a nomination for the Josephine Howard Stafford Memorial Award.