

WOMEN'S HISTORY MONTH

How to Complete the
Josephine Howard Stafford Memorial
Award Nomination Form



To begin your nomination, go to the
Women's History Month Nomination
Webform

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

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. It includes the City of Tampa logo, a language dropdown set to English, social media icons for @lerttampa, Twitter, Facebook, Instagram, YouTube, Snapchat, and a generic social icon, and a green search bar. Below this is a blue menu bar with links for DEPARTMENTS, RESIDENTS, BUSINESSES, VISITORS, SERVICES, and GOVERNMENT. The main content area shows a breadcrumb trail: HOME > JOSEPHINE HOWARD STAFFORD MEMORIAL AWARD. A progress bar with five steps is displayed: Start (active), Nominee Information, Leadership/Achievements, Associations/Service, and Complete. Below the progress bar, the text reads: CITY OF TAMPA WOMEN'S HISTORY MONTH CELEBRATION, JOSEPHINE HOWARD STAFFORD MEMORIAL AWARD, and NOMINATION FORM. A red arrow points to the 'Start' step.

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 *

Scroll
Down

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 Women’s History Month Celebration.



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