

SANTA CLARITA VALLEY
MAN & WOMAN
of the year

NON-PROFIT ORGANIZATION
Nomination Instructions



BACKGROUND

The purpose of the Santa Clarita Valley Man & Woman of the Year Recognition is to honor men and women who have given outstanding volunteer service to the Santa Clarita Valley area; and to showcase the non-profit organizations in the Santa Clarita Valley that inspire these people to give their time and resources.

REQUIREMENTS TO BE NOMINATED

- Individual volunteer services must be given to a group or organization that is a designated 501(c)3, community service organization.
- Volunteer service is defined by long-term community commitment (not work related)
- Volunteer service includes, but is not limited to, the years of volunteer service, the type of service, and the impact of the service that was provided to multiple local organizations.

GUIDELINES FOR NON-PROFIT NOMINATING ORGANIZATIONS

1. Organizations may nominate up to two (2) volunteers each year – one man and/or one woman. The NOMINATION FORM is available online at scvmanwomanoftheyear.org
 2. The nominating organization must be a registered 501(c)3.
 3. Working with your nominee(s) compile, by bullet points, their Santa Clarita Valley VOLUNTEER HISTORY, with dates where possible. This volunteer history should include the nominee's name, mailing address, phone number, and email address. Please email info@scvmanwomanoftheyear.org
- (Continued...)

4. For promotional materials, we will need:

- A color photograph (head shot) of your candidate(s) in JPEG or PNG format
- Your organization's logo in JPEG, PNG or PDF format
- At least a paragraph describing your organization including-its goals, philosophy, and outreach in our community (100-400 words)
- Three or four pictures showing your organization at work.

5. The criteria used by the Committee are weighted as follows:

- Volunteer effort – 40 points
- Years of service – 20 points
- Impact and commitment to nominating organization – 20 points
- Number of 501(c)3 organizations this individual has served.
(No additional points are given in nominated by more than one organization)

The Annual Awards Gala
Friday, May 5, 2023
Hyatt Valencia Main Ballroom



PAPARAZZI PARTY

The nominees for Man and Woman of the Year are first presented to the public, to the media and to the selection committee at the annual PAPARAZZI PARTY, Wednesday, March 1, 2023.

As the contact person for your non-profit, you will be asked to present your nominee in a SHORT INTRODUCTION SPEECH in front of the media and the previous Man & Woman of the Year Honorees (Selection Committee). We ask that you email this speech to us so that we may use the contents in our publicity after the party.

If you are unable to attend, we will need the name of the person who will make the introduction (s). Former honorees cannot introduce your nominee(s).

Be prepared to talk to the media about your organization. In fact, it would be a good idea if you had materials available that night showcasing your organization that the attending media organizations can take with them (four copies should suffice). We are unable to design promotional materials for your organization, but we shall provide opportunities to promote your philosophy and objectives before and during the event.

Those invited to the PAPARAZZI PARTY are the presenter of the non-profit, the nominee(s) and one guest, the previous Man & Woman of the Year honorees and representatives from the media. This media event is at no cost to your organization. A light dinner and drinks will be served.

SCV MAN & WOMAN OF THE YEAR GALA

The winners will be kept in confidence until the Awards Dinner. The Selection Committee, comprised of previous honorees, will have already met and chosen, according to the criteria listed here, the 2023 Man & Woman of the Year from the nominees submitted.

If your nominee is selected, you will be told ahead of time, in confidence, as someone from your non-profit will be invited to speak at the recognition dinner in tribute to their volunteerism.

*A portion of the proceeds of the Gala Event will go to the nominating organization

Premium tables will be available. Reservations will open for the Gala on March 15, 2023, the evening of the PAPARAZZI PARTY and will remain open until we sell out or up until one week prior to the event. Our expectation is that every nominating organization will fill at least one table (10 seats). Tables fill quickly and your table placement depends on availability on the date of your paid registration. No walk-ins are accepted.

Reservation forms and credit card processing are available on our website. If you need to mail in your forms, pictures, etc., you will find information on where to mail in the Contact Information section of this document.

CONTACT INFORMATION

Address all questions to:

Website: <http://scvmanwomanoftheyear.org>

Email: info@scvmanwomanoftheyear.org

Mailing Address:

SCV Man & Woman of the Year

16164 Sierra Highway

Santa Clarita, CA 91390

TIMELINE

Wednesday, January 4, 2023

Nomination Forms Available Online

Monday, January 31, 2023

Deadline for Nominee Submission

Wednesday, March 1, 2023

Paparazzi Party

Wednesday, March 1, 2023

Reservations Open for Gala Event

Thursday, March 16, 2023

Deadline for Non-Profit Promotional Information

Friday, May 5, 2023

SCV Man & Woman of the Year Gala Event