



Altrusa International of Richardson Foundation, Inc.

P. O. Box 832101, Richardson, TX 75083

www.altrusarichardson.com

Outstanding Women of Today... Builders of Tomorrow

NOMINEE INFORMATION FORM

(To be completed by the Nominee)

Nominee Name:

(exactly as you want it to appear in all printed materials)

Company/Organization:

Title/Position:

Email Address:

Preferred Email address:

Preferred Physical Mailing Address:

Street

City

State

Zip

Preferred Phone:

Alternate Phone:

DEADLINE: No later than FRIDAY, May 25, 2018

Please Mail Forms To:

Altrusa International of Richardson Foundation, Inc.

c/o Nominations Coordinator

PO Box 832101

Richardson, TX 75083-2101

or Email to: **contact@altrusarichardson.com**

Questions? Carol Ruszkowski at 972-235-0407

Altrusa is an international non-profit organization, making our local communities better through leadership, partnership, and service.



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NOMINEE CHECKLIST

Please submit the following, either by mail or email. Addresses are below:

- The Nominee Information Form
- Two letters of recommendation, **which must be signed and dated, to include:**
 1. Cite specific examples of exceptional professional innovation, determination, vision, leadership and/or accomplishments in her career.
 2. Describe how you have contributed to the success of your organization.
 3. Describe how you exhibit leadership within your organization.
(Font size should be no smaller than 12 pt.).
- Your biography or resume (no longer than two pages)
- On a separate sheet of paper, please:
 1. Describe something unusual, funny or just plain interesting about yourself that you would share with the judges and the audience.
 2. In 25 words or less, please describe your philosophy of life.
- Please email a passport photo-sized JPEG color headshot (at least 300 dpi) of yourself to contact@altrusarichardson.com with "Photo of (your name)" in the subject line as soon as possible.

If you have additional questions, please do not hesitate to contact me.

Sincerely,

Carol Ruskowski, Nominations Chair
972-235-0407
carolrusz@yahoo.com

Mail or email completed packets to: Altrusa International of Richardson, Inc.
c/o Nominations Coordinator
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Richardson, TX 75083-2101
contact@altrusarichardson.com