



## Centennial Awards Guidelines

Zontians should initially make themselves aware of the content of the PowerPoint document entitled '100 Years of Empowering Women' which is available at <https://membership.zonta.org/Tools/Centennial-Anniversary-Tools>.

**100 Years of Empowering Women is the theme** for our centennial anniversary.

To ensure visibility across the Zonta world, our **action motto is Honor and Empower**.

In addition to special **Centennial district, country and club awards**, there will be Centennial **Membership Awards**, Centennial **Local Service Awards** and Centennial **Fundraising Awards** to empower and honor achievements and excellence. More information about these will be provided in the future.

As an opportunity to strengthen or build relationships with like-minded individuals and groups, there will be awards presented by Zonta districts and countries to honor and empower people (or organizations) **outside** of Zonta who have made significant contributions to the empowerment of women.

These awards can consist of a certificate, both a certificate and perhaps yellow roses, a certificate and a donation, or whatever the organizers think is suitable. In any case, the award does not need to be a costly activity.

Districts may choose to make more than one award. For each Zonta country, there will be one award made. Zonta clubs are welcome to adapt the model and also choose to present an award in their respective communities.

Following are notes for the reference of districts and countries when deciding on recipients of awards and the presentation/s to recipient/s.

Whilst districts have autonomy in making decisions about their centennial activities, it is requested that the purpose of each category of award, as described in the following pages, is respected.

### District Awards

#### Zonta International District # \_\_\_\_\_ Centennial Recognition Award

##### Purpose

This award recognizes an outstanding individual, living or working within the district, who has demonstrated outstanding commitment to empowering women. It should focus on **someone outside of Zonta** and extend our reach in the community.

##### Guidelines

- One or more awards may be presented.
- To be presented at a significant event during the 2019 district conference if possible.
- If presented at another occasion or at the recipient's office, the awardee should be invited to speak at another event, such as the district conference.
- Please note: A template for a certificate will be provided by HQ.
- The award can consist of the certificate alone or of the certificate combined with another type of recognition—from a bouquet of flowers to a monetary donation.

### Planning to ensure visibility to Zonta

Planning for the event should be based on and in accordance with the [Event Checklist](#).



Plan ahead to include the following suggestions:

- As many guests as possible.
- A well-thought-out plan for publicity (local news media, social media).
- Including the awardee in the conference program as a speaker or workshop presenter.
- Interviewing the recipient(s) for publicity (print, radio, television and social media).
- Sharing a brief story of the event together with a picture (it can be a portrait of the awardee, a shot of the awardee engaged in an activity related to the award theme, a shot of the awardee and Zontians presenting the certificate etc.) of the awardee with your district centennial anniversary coordinator. The purpose is to have the story published on [www.zonta100.org](http://www.zonta100.org).

## **COUNTRY AWARDS**

### **Zonta International Centennial Recognition Award - <Country>**

#### **Purpose**

This award recognizes **one outstanding individual or an organization within a country**, that demonstrates outstanding commitment to empowering women through service and/or advocacy. The recipient should be a person or organization that is well-known, recognizable and seen as an advocate for women's issues. The award should extend Zonta's reach throughout the country.

#### **Guidelines**

- One award to be presented.
- May be presented at a significant event or celebration during the 2018-2020 Biennium, or through social media.
- Countries that include more than one district need to collaborate (e.g. through the governors and subsequently the area directors).

A template for a certificate will be provided at <https://zonta100.org/celebrate/toolkit>.

If clubs wish to adapt the basic concept, read below for suggestions and options on how to tailor it to local needs.

## **Club Awards**

### **Zonta Club of \_\_\_\_\_ Centennial Community Award**

#### **Purpose**

This award recognizes and honors an outstanding individual or business/ organization/ agency in the city/ community with a proven record of empowering women. It should focus on an **individual or group outside of Zonta** to extend our reach in the community and, if suitable, facilitate collaboration.

#### **Guidelines**

- One or more awards may be presented.
- Awards may be presented at one time or at several significant times during the biennium.
- Awards may be presented at a local club meeting / special recognition event, celebration / or on a significant date (during the Centennial Anniversary Biennium).
- The award could consist of a certificate (template will be provided by ZI) and, optionally, of any token of recognition. This token does not need to be a costly one. Anything suitable—for example, a bouquet of flower / yellow roses, a book, a donation, an honorary club membership—will be acceptable.

## **Planning the award presentation to ensure visibility to Zonta**

Planning for the event should be based on and in accordance with the [Event Checklist](#).

Plan ahead to include:

- As many guests as possible.
- The manner in which award recipient(s) will be recognized.
- A well-thought-out plan for publicity (local news media, social media).



- Various forms of publicity; wide coverage.
- Interviews of recipient(s) for publicity (print, radio, television and social media).
- Whether the awardee can present a speech at the recognition event.
- Providing a report of the event to your district centennial anniversary coordinator.

## Zonta Club of \_\_\_\_\_ Centennial Champion Award

### Purpose

- This award recognizes an outstanding individual in the city or community who has contributed significantly to empowering women. This award will honor one or more individuals who are not necessarily high-profile celebrities in our communities, but ***the “hidden champions in our community.”*** It should focus on **someone outside of Zonta** and extend our reach in the community.

### Guidelines

- One or more awards may be presented.
- Awards may be presented at a local club meeting / special recognition event / or on a significant date (during the Centennial Anniversary biennium 2018-2020)

### Planning the award presentation to ensure visibility to Zonta

Planning for the event should be based on and in accordance with the [Event Checklist](#).

Plan ahead to include:

- As many guests as possible.
- The manner in which award recipient(s) will be recognized.
- A well-thought-out plan for publicity (local news media, social media).
- Various forms of publicity; wide coverage.
- Interviews of recipient(s) for publicity (print, radio, television and social media).
- Providing a report of the event to your district Centennial Anniversary Coordinator.

### Planning to ensure visibility to Zonta

Planning for the event should be based on and in accordance with the [Event Checklist](#).

Plan ahead to include these suggestions:

- The award presentation should include specific publicity efforts with a wide reach throughout the country via news media (print, radio, television, social media).
- Decide how to best recognize the award recipient (for example: official letter from ZI president, plaque or physical award, etc.).
- Check through your district centennial coordinator whether the awardee could be invited to speak at the 2020 Convention.
- Invite the recipient to the district conference, if appropriate, and include them in the conference program as a keynote speaker.
- Interview your recipient for publicity (print, radio, television and social media).
- One representative of a multiple-district country should prepare a report to be shared with the Zonta International Centennial Anniversary Committee, which will arrange for it to be shared on the ZI website.

