

## Frequently Asked Questions

### 2024 Delaware Women's Hall of Fame

#### **Who are the members of the Delaware Women's Hall of Fame?**

The list of Hall of Fame inductees can be found [here](#). Before nominating someone to the Delaware Women's Hall of Fame, please check the list.

#### **What should I do to put together a strong application?**

Please be sure that your answers on the nomination form cover all the key elements found on the scoring rubric. In general, try to include different information for each question. You can view a sample application [here](#). Please keep in mind that this is one example, and your application does not need to model exactly. The application is there to give an example of a strong nomination form that was selected for the 2023 class. You can also include quality documentation to support your nomination form. For example, do you have any letters of recommendation, newspaper articles, descriptions of other awards received, or other metrics of success to describe your nominee's impact? In the case of a posthumous nominee, an obituary of the person you are nominating could also be helpful. Keep in mind that supplemental materials must be printable and no more than six pages.

#### **The person I want to nominate has never been acknowledged publicly for her work. She's not a "big name" that the committee would recognize. Should I bother nominating her?**

Absolutely! The Delaware Women's Hall of Fame strives for inclusivity and diversity to recognize women from a variety of backgrounds – artists, business leaders, community service volunteers, politicians, teachers, public servants, athletes, and more – including those who have flown under the radar and who have not previously received recognition from awards.

#### **Can multiple people nominate the same person?**

Yes, but the applications will be put together for evaluation purposes.

#### **The person I nominated was not selected. Should I consider nominating them again in the future?**

Yes! It is common for honorees to be nominated for several years before they are selected. Please be sure that your answers on the nomination form cover all the key elements found on the [scoring rubric](#).

#### **Is there a minimum age requirement?**

No, but nominees are only eligible if they made an important and lasting impact upon the lives of

Delawareans, and if they have resided in the state for at least 10 years during their lifetime.

**When will the application process be open for 2024 and when will it close?**

The application cycle for 2023 will open on January 18, 2024 and will close on March 28, 2024.

**I probably can't finish the application in one sitting. How do I save it as I go along?**

The online application form can be saved and worked on for 30 days. If you choose to save your progress, you will be provided with a link to access your application. Be sure to copy the link and save it in a safe place as OWAA does not have access to your unique link and cannot provide it to you. You will have the option for the link to be emailed to you. You can use this link any time within the next 30 days to resume answering questions on the form. Upon visiting this save and resume link, file uploads will need to be resubmitted. Without the link, the data you have entered cannot be retrieved, and you will have to start filling out the form at the beginning. Be sure to complete and submit the application within 30 days. We suggest writing your answers in a Word document and saving them as you go. Once you are happy with your answers, copy and paste them into the form to submit the application.

**Can I submit supporting documents with my application?**

Yes! Supporting information may be included; however, it is not required. Materials submitted must be formatted into a word document or a PDF file. All materials must be printable (e.g. We do not accept video submissions or links). Examples of supporting materials may include letters of support, articles, obituaries, list of awards and / or honors, and photos. Supporting information may not exceed a total of six pages of materials. For example, you can submit three two-page letters of recommendation, or two three-page articles, or a combination of a two-page letter and a four-page article, as long as the combination of uploads does not exceed a total of six pages. Please format materials carefully as the selection committee will only receive the first six pages of any materials submitted.

**When will I find out if the person I nominated was selected?**

In July the Office of Women's Advancement and Advocacy will notify all nominators via email about the status of their nomination. The people who are nominated are not notified (unless the nominee used the self-nomination form). If you have not received an email by August, please contact us at (302) 220-5771 or email us at [DelawareWomenHOF@delaware.gov](mailto:DelawareWomenHOF@delaware.gov).

**What if I need help with the application process?**

Please call the Office of Women's Advancement & Advocacy for assistance at (302) 220-5771 or email us at [DelawareWomenHOF@delaware.gov](mailto:DelawareWomenHOF@delaware.gov).

**How are the applications evaluated?**

The Delaware Women's Hall for Fame Committee uses [this scoring rubric](#) in order to evaluate the applications.

**Who evaluates the applications?**

The members of the Delaware Women's Hall of Fame Committee. The Committee is made up of eleven members, representing all three counties and the City of Wilmington, who serve for various term lengths, and are appointed by the Governor, Speaker of the House, and President Pro Tempore of the State Senate.

**I would like to serve on the Hall of Fame of Delaware Women Committee. What is the process for serving?**

The Committee is made up of eleven members, representing all three counties and the City of Wilmington, who serve for various term lengths, and are appointed by the Governor, Speaker of the House, and President Pro Tempore of the State Senate. Please note that non-appointed members can still help with the Hall of Fame by attending the public meetings and serving on subcommittees. The meetings are open to the public and are listed [here](#).

**When is the Delaware Women's Hall of Fame induction ceremony?**

Please check the Office of Women's Advancement & Advocacy's website for the latest event information.

**In order to be inducted into the Hall of Fame, do I have to attend the induction ceremony?**

Inductees are required to attend the induction ceremony, unless the nomination is done posthumously. It is the committee's preference to delay induction, rather than honor someone who cannot attend. In rare circumstances (e.g., medical condition), the committee will make exceptions on a case-by-case basis for the award to be accepted on behalf of another person.

**I am interested in sponsoring the Hall of Fame of Delaware Women. Who should I talk to about sponsorship?**

Please call the Office of Women's Advancement & Advocacy Director Melanie Ross Levin at (302) 220-5769 or email [melanie.rosslevin@delaware.gov](mailto:melanie.rosslevin@delaware.gov).

**Can I volunteer at the Delaware Women's Hall of Fame?**

Yes! Please contact the Office of Women's Advancement & Advocacy Director Melanie Ross Levin at (302) 220-5769 or [DelawareWomenHOF@delaware.gov](mailto:DelawareWomenHOF@delaware.gov). Volunteers get a complimentary ticket to enjoy the event and help with greeting, check-in and seating.