

SANTA CLARITA VALLEY

Man
Woman
OF THE YEAR

RESOURCE GUIDE

FOR NON-PROFIT ORGANIZATIONS

The “who” ... “what” ... “when” ... and “where”
of showcasing your premier volunteers.

BACKGROUND

The purpose of this 52-year old Santa Clarita Valley Man and 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-time 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.
1. Organizations may nominate up to two (2) volunteers each year—one man and/or one woman. The NOMINATION FORM is available online at <http://scvmw.org>
 2. 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 this to Linda Pedersen at writeangle@sbcglobal.net
 3. For promotional materials, we will need ...
 - A color photograph (mug shot) of your candidate(s) in JPEG format
 - Your organization's logo in JPEG or PDF format
 - At least a paragraph describing your organization – its goals, philosophy, and outreach in our community (100-400 words)
 - Three or four pictures showing your organization at work
 4. 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 – 20 points

THE EVENTS

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** in **March**.

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 former Men and Women of the Year (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 Men and Women of the Year may not 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 media people could 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 former Men and Women of the Year and the 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 RECOGNITION DINNER

**The Annual Awards Dinner will be held on Friday, May 5, 2017
in the main ballroom of the Hyatt Valencia**

The winners will be kept in confidence until the Awards Dinner. The Selection Committee, comprised of previous honorees, will have already met in April and will have chosen, according to the criteria listed here, the 2017 Man & Woman of the Year from the nominees submitted.

If your nominee(s) 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.

Premium tables will be available. We begin taking reservations for this dinner on the evening of the Paparazzi Party and accept them up to a week ahead of the event. Our hope is that every organization nominating will fill at least one table (10 seats). Tables fill up fast; your table placement depends on how soon we receive paid reservations for your table. We accept no walk-ins.

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 on this site.

CONTACT INFORMATION

WEBSITE <http://scvmw.org> E-MAIL ADDRESS: mwoy@hometownstation.com

MAILING ADDRESS: SCV Man and Woman of the Year
16164 Sierra Highway
Santa Clarita, CA 91390

QUESTIONS ABOUT RESERVATIONS:

Wayne Crawford: waynesc@social.rr.com

QUESTIONS ABOUT NON-PROFIT PUBLICITY and NOMINEE INFORMATION:

Linda Pedersen: writeangle@sbcglobal.net

2019 MAN OF THE YEAR: Ed Masterson: edmasterson@sosentertainment.com

2019 WOMAN OF THE YEAR: Pam Ingram: pamingram@pamingram.com

TIMELINE

Friday, January 5, 2017.....NOMINATION FORMS AVAILABLE ONLINE

Monday, January 30, 2017.....DEADLINE FOR NOMINEE SUBMISSIONS

Wednesday, March 15, 2017.....PAPARAZZI PARTY

Thursday, March 16, 2017.....DEADLINE FOR NON-PROFIT PROMOTIONAL INFORMATION

March to late April 2017.....RESERVATIONS FOR THE RECOGNITION DINNER

Friday, May 5, 2017.....SCV MAN & WOMAN OF THE YEAR RECOGNITION EVENT