

Church Women United, Inc.



KEY WOMAN AWARD

Award Description and Ordering Procedures

The Key Woman Award recognizes key women within the community who create a connection between Church Women United, Inc., and their church. What defines a key woman is that many people know her, and she knows many of the parishioners.

Potential awardees could be the church's youth director, the parish secretary, or a church council member.

Local Unit or State Unit: \$25

Award Includes: Key Woman Award Certificate & CWU Logo Lapel Pin

One or more individuals may be selected to receive the "Key Woman" award. The ideal "Key Woman" for local and state units is someone who: agrees to act as a liaison for CWU events and attends CWU events whenever possible, promotes CWU activities in their church, and maintains contact with the CWU local unit's board and/or officers and stays apprised of CWU events. The "Key Woman" award may be used as an outreach tool to increase church participation in CWU.

Requirements: Biographical/background information and fee payment are required for each honoree. Units should send the required information and include a check in the amount of \$25, made payable to Church Women United, Inc., at least one month prior to the date needed to:

KEY WOMAN AWARD

Church Women United, Inc.
475 Riverside Dr., Suite 1374
New York, NY 10115

Retain a copy of all submitted information for your records. Copies of this information should also be sent to the state secretary and retained for the unit's records. The "Key Woman" award certificate and CWU logo lapel pin will be sent to the unit upon receipt of the required fee and necessary information.

For more information, contact:

CWU National Office • info.churchwomenunitedinc@gmail.com • (212) 870-1030

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KEY WOMAN AWARD

Biographical and Background Information

***PLEASE TYPE OR PRINT CLEARLY. This information is for CWU records only.
The honoree will not be notified by the CWU National Office.***

Name of Honoree

_____ (name as it should appear on the award certificate)

Honoree's Address & Contact Information

P.O. Box: _____ Street: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

CWU Unit Information

CWU Unit presenting award: _____ Local _____ State _____ Regional _____ National
(check one)

Name of CWU Unit: _____

Date of Presentation: _____

Person Submitting Form: _____

P.O. Box: _____ Street: _____

City: _____ State: _____ Zip: _____

Email: _____ Telephone: _____

INSTRUCTIONS

(1) Complete this form. (2) Ask each CWU member to find the name and address of a local church and identify a "Key Woman" from that church to potentially join CWU as a "Key Woman." (3) Submit a letter to local churches asking who they would recommend as a "Key Woman." (4) Submit a letter personally to the woman identified as a "Key Woman" by her church, invite her to attend the annual May Friendship Day Celebration, and "install" her into CWU by presenting her with the Key Woman Award Certificate and pin. (5) Enclose a check in the amount of \$25 made payable to Church Women United, Inc. (6) Mail one copy of all required information and payment to: KEY WOMAN AWARD, Church Women United, Inc., 475 Riverside Dr., Suite 1374, New York, NY 10115.