

# Adelaide Hoodless Award of Honour

## TERMS OF REFERENCE

In 2026, the award will go to a board member (former or current)  
In 2027, the award will go to a non-board member (former or current)

### FORMAT OF AWARD

The award will be in the form of a pendant. This is an annual award.

### PURPOSE OF AWARD

To recognize outstanding achievements and contributions by members currently active in Women's Institute work.



### FORMAT OF DOCUMENTATION

1. Name of nominee (underline nominee's preferred name).
2. Date and place of birth.
3. Home address and phone number, along with work address and phone number (*if applicable*).
4. Reasons for nomination: this should be a short statement explaining why this nominee should be selected.
5. Identify service to other organizations, as well as to Women's Institute. Identify ways in which the nominee is *currently* active.
6. If applicable, identify honours and awards previously received by the nominee.
7. Summarize documentation in 200 words or less.
8. Letters of support may be included from organizations with which the nominee is or has been involved.
9. Please note the following:
  - a. Nominations may be made by any group of at least five (5) individual members of Federated Women's Institutes of Prince Edward Island (*not necessarily all members of the same branch*).
  - b. A candidate may not make a personal application.
  - c. Knowledge of nominations should be held in strict confidence by the nominating members. The nominee must *not* be informed of her nomination.
  - d. Unsuccessful nominations may be submitted again in subsequent years.
  - e. Only one Adelaide Hoodless Award of Honour will be presented in any one year.
  - f. The award shall not be presented if, in the opinion of the judges, the award is not merited.
  - g. These terms of reference are to be reviewed on an annual basis by the PEIWI Board of Directors.
  - h. Submission to include signatures\* of the five (5) nominating members—one of which must provide their address and phone number/email address.
  - i. Members of the current provincial Board of Directors are not eligible to be nominated.
  - j. The award is to alternate yearly between branch members and former board members.
  - k. Nominations to be mailed to:

*PEI Women's Institute*  
*ATTN: Nominations Committee*  
*40 Enman Crescent, Room 105*  
*Charlottetown, PE C1E 1E6*

### JUDGING PROCEDURE

Nominations will be evaluated by an independent panel of three judges.

They will notify the chairperson of the Adelaide Hoodless Award Committee on whether or not the award should be presented.

Judges will use the following point system:

• Contribution to Women's Institute	<i>70 points</i>
• Contribution to other organizations	<i>20 points</i>
• Outstanding achievement or contribution	<i>10 points</i>
(may include organizations other than Women's Institute)	<hr/> <i>100 points</i>

**\*HAS YOUR SUBMISSION BEEN PROPERLY SIGNED? (PLEASE READ RULE #9h).**

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## JUDGING GUIDELINES



**CONTRIBUTION TO WOMEN'S INSTITUTE:** \_\_\_\_\_ /70 points

**CONTRIBUTION TO OTHER ORGANIZATIONS:** \_\_\_\_\_ /20 points

**OUTSTANDING ACHIEVEMENT OR  
CONTRIBUTION:** \_\_\_\_\_ /10 points  
(MAY INCLUDE ORGANIZATIONS OTHER  
THAN WOMEN'S INSTITUTE)

**TOTAL:** \_\_\_\_\_ points

### *NOTES:*

I recommend \_\_\_\_\_ be awarded the  
Adelaide Hoodless Award of Honour for 202 \_\_\_\_.

**JUDGE:** \_\_\_\_\_

**DATE:** \_\_\_\_\_