

## MEMORANDUM

DATE: February 1, 2018  
TO: District Women's Institutes  
FROM: FWIO Provincial Office  
SUBJECT: District Women's Institutes,  
Woman of Excellence Fair Award

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Please visit <http://www.fwio.on.ca/woman-of-excellence-fair-award>, where you will find a certificate and instruction form for a District Fair Award. The award recognizes the significant contributions of WI Members working at local fairs.

Interested Districts are encouraged to form a committee to put into action the District Women's Institutes "*Woman of Excellence Fair Award*." It will be entirely up to the District to choose their winner.

Districts may present more than one award per year. The certificate is also available for download from the FWIO website.

The following are **suggested** guidelines for the District Fair Award Committee:

1. Distribute the attached instruction form to each Branch in the District with appropriate dates and contact information filled in by the District.
2. Select a closing date of June 1<sup>st</sup> for nominations (or specify other date on the form).
3. Select a District winner each year by June 30<sup>th</sup> (or specify other date on the form).
4. Complete the attached certificate with the District winner's name, or create a certificate of your own.
5. Notify the Fair Board requesting permission to present the award at the local fair and to be included in their program.
6. Contact your Public Relations Coordinator to research public recognition opportunities.

We hope you will participate in recognizing these special individuals for their dedicated service.