

# CHURCH WOMEN UNITED PROCEDURES FOR ORDERING KEY WOMAN AWARDS

Key Woman Award - \$15.00  
(Certificate & Pin)

**Each unit is urged to recognize at least one Key Woman every year.**

The Key Woman Award recognizes key women within the community. What defines a key woman is that many people know her and she knows many of the parishioners. It could be the Youth director, the Parish Secretary, a Church Council Member whomever the church deems appropriate for the title. The point is that we want to uplift CWU and build new members who can easily invite others who might be interested in CWU as well.

The ideal “Key Woman” is for local and state units:

- Agrees to act as a liaison for CWU events and attend whenever possible;
- Promote CWU activities in their churches; and
- Maintain contact with local CWU Board and/or officers and keep apprised of events.

During the first years of this recognition you may want to choose more than one Key Woman. In subsequent years the Key Woman Award will serve as an outreach tool used to increase church participation. By asking new churches to identify Key Women, local units will be able to partner with underrepresented churches in various denominations.

- Units should send the completed requests and a check made payable to Church Women United at least six weeks prior to the date needed to:

**KEY WOMAN AWARD**  
**Church Women United**  
**475 Riverside Drive Suite 243**  
**New York, NY 10115**  
**For more information, call 1-800-CWU-5551 ext. 1**



Key Woman  
Award



## KEY WOMAN AWARD

Please send one copy to KEY WOMAN Award, CWU, Suite 243  
475 Riverside Drive, New York, NY 10115  
Or email [cwu@churchwomen.org](mailto:cwu@churchwomen.org)

**PLEASE TYPE OR PRINT CLEARLY** (Information gathered here is for CWU records only – honoree will not be notified by national office)

Name of woman to be honored \_\_\_\_\_  
(As it should appear on certificate)

Address \_\_\_\_\_  
PO Box                      Street                      City                      State                      Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

- ☉ Ask each CWU member to find the name and address of local church, and a Key Woman from that church to potentially join CWU as a “Key Woman.
- ☉ Submit a letter to local churches asking who they would recommend as a Key Woman.
- ☉ Submit a letter personally inviting the woman identified as a Key Woman by her church as a candidate to attend the MFD celebration.
- ☉ Honor the Key Woman at the MFD celebration by “installing her” into CWU with a pin and a special certificate.
- ☉ When Key Women are “installed” ask them to bring their friends to future CWU meetings.

\_\_\_\_\_  
Name of person submitting this form \_\_\_\_\_

Name of CWU Unit \_\_\_\_\_ Date of presentation \_\_\_\_\_

Address \_\_\_\_\_  
PO Box                      Street                      City                      State                      Zip Code

Telephone \_\_\_\_\_ E-mail \_\_\_\_\_

*\*To ensure that award & pin is received in time please submit this form six weeks before your scheduled presentation date.*

