

# Nomination Guide

This document walks through and explains the critical information you need to include in order to have a better chance of being successful.

## **WHO MAY SUBMIT NOMINATIONS FOR THE BUSINESS AWARDS?**

All businesses, small or large in Cambridge and North Dumfries may submit a nomination. This would include: retail, manufacturing, transportation, hospitality, wholesale, service or education.

## **AWARD CATEGORIES**

You need to decide which of the categories you want to nominate the chosen business for. In order to choose the right category, you need to know what the definitions are, so here they are:

- Business of the Year - Under 50 Employees
- Business of the Year - Over 50 Employees
- Personal Business Achievement
- New Venture of the Year
- Keith Taylor Memorial Award
- Breakthrough Award
- Environment Award - Excellence in Energy Conservation

## **WHO IS ELIGIBLE TO BE NOMINATED?**

In determining nominations, all businesses, small or large should be considered. These would include: retail, manufacturing, transportation, hospitality, wholesale, service or education.

- Not for profit organizations members are eligible for nomination.
- A nominator can nominate a business or individual once per category.
- 2008 winners are eligible for re-nomination under a different category.
- Prior nominees are encouraged to resubmit their nominations in any category.
- Self nominations are welcome (employees are encouraged to nominate their employer).

## **WHAT INFORMATION MUST THE NOMINATION PACKAGE CONTAIN?**

List the key achievements of the business.

- A description of the nature of the business
- The highpoints of your business this past year. For example: customer service, workplace environment, employee retention, growth in staff and/or facility size, awards, innovative approach to marketing or product development, media coverage or special aspects of the business.

-Community Contribution – list of organizations in which the business or its personnel have participated and any highlights relating to that involvement. This can include memberships, staff's volunteer contribution, financial support, sponsorships, etc.

-At least two (2) letters of support, which verify the contribution to the community by the company or its employee.

-Two (2) letters of reference from a third party. Please note: the nominator may write one of these reference letter, as long as he/she is not nominating his/her own business.

-The nominees submission MUST be typed and must not exceed six (6) 8 ½ x 11 pages, single-sided. Please remember to include letters of support and pictures if warranted to the award type.

### **WHAT IS THE PROCESS?**

The following steps in the selections process:

1. Nomination submission must be submitted by the deadline date. The nominator must submit their name, address and phone number in case the nomination committee requires clarification or more information.
2. The committee will be charged to base their decision solely on the nominee's accomplishments as documented on the nomination submission.
3. Each committee member will review the nominations and rate them on a rate scale 1 (lowest) to 5(highest) in each category.
4. The Judges' committee will meet as a group and a vote will be taken with each committee member ranking each nominee in the areas of criteria.
5. The Committee will select the Chair's Award recipient out of all the nominations received.
6. The Cambridge Chamber of Commerce will verify the votes and results of the committee.
7. The nominee with the most committee votes is selected in each category.
8. In case of a tie the committee will cast a second round vote of the tied candidates only.
9. Winners will be announced at the annual Chamber of Commerce Awards Gala in March
10. Members of the selection committee are not eligible to be nominated
11. Nominators are not eligible to serve on the selection committee
12. All entries will remain the property of the Cambridge Chamber of Commerce

**PLEASE SUBMIT COMPLETED NOMINATIONS TO:**

**Business Excellence Awards Nominations**

c/o Cambridge Chamber of Commerce,  
750 Hespeler Road, Cambridge, Ontario N3H 5L8  
Telephone: (519) 622-2221 Fax: (519) 622-0177  
Email: [events@cambridgechamber.com](mailto:events@cambridgechamber.com)

**Nomination Deadline:**

4:00 P.M. Friday, January 29, 2010

**Nominee Questionnaire Submissions Deadline:**

4:00 P.M. Friday, February 19, 2010