

# La Grange North Carolina Chamber of Commerce

## Special Projects SMALL BUSINESS AWARD

***The La Grange North Carolina Chamber of Commerce shall recognize and honor a small business for their accomplishments in La Grange and the surrounding communities. The La Grange Chamber of Commerce shall observe the national recognition during April.***

The La Grange North Carolina Chamber of Commerce shall send a nomination form to each Chamber member requesting they nominate a small business for this honor. The individual making the nomination and the nominee are **NOT** required to be a member of the La Grange North Carolina Chamber of Commerce. The nomination form is shown at Attachment 1.

Each nomination that is received will be opened and duplicated in three copies. An evaluation form shall be stapled to the top of each nomination. The Chamber President shall:

- Appoint three anonymous citizens (these appointees may be Chamber members or non-Chamber members) to review the nominations and rate each nomination using the evaluation form that is attached to the nomination, attachment 2 is evaluation form.
- Individuals selected to evaluate the nominee are ineligible, as an evaluator, if they submitted a nomination.

When the evaluation forms have been completed and returned to the Chamber the Chamber President will total the rating of each nominee and determine the winner. Confidentiality will be maintained until the winner is announced at the banquet.

### **Note**

Any tie votes will require the judges to re-evaluate their scores. The original score sheet will be labeled with a numerical 1. An unmarked score sheet will be labeled with a numerical 2 and the judges shall re-evaluate the competition until a final decision is made to eliminate the tie vote.

The nominations and the evaluation form on each nominee shall be filed with the Chamber records after the Awards Banquet. The custodian of these records must maintain confidentiality.

This policy and procedure shall be reviewed annually in October.

**APPROVED:** 5/14/2008

**AMENDED:** 12/10/2008

**Amendment – 12/10/2008**

Procedure amended to provide guidance in the event of a tie vote and procedures to following to eliminate the tie vote.

File: ProceduresSBA

# La Grange North Carolina Chamber of Commerce

**Nomination Form  
for the  
La Grange North Carolina Chamber of Commerce  
Small Business of the Year Award**

*The La Grange North Carolina Chamber of Commerce will recognize a small business for their past and present contributions to the citizens of La Grange and the surrounding communities. The La Grange Chamber of Commerce banquet shall coincide with the national recognition event during April.*

**Nominee Information**

Organization: \_\_\_\_\_  
Nominee Name: \_\_\_\_\_  
Nominee Title: \_\_\_\_\_  
Nominee Phone Number: \_\_\_\_\_  
Nominee Email: \_\_\_\_\_

What are the unique characteristics of their successful business?

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Number of full time employees (estimated) when business began? \_\_\_\_\_  
Current number (estimated) of full time employees? \_\_\_\_\_

Please describe ways in which the business serves the community through its product and services.

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Number of years the nominee's business has been operating in La Grange?

\_\_\_\_\_

Education/Experience: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Community Involvement: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

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\_\_\_\_\_

\_\_\_\_\_

Additional information of significant interest: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

**Contact information about the person submitting the nomination:**

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Organization: \_\_\_\_\_

Contact Phone Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

Please submit your nomination by April 21, 2009. Return your nomination to the LaGrange Chamber of Commerce, PO Box 56, LaGrange, NC 28551. Please direct inquiries to the Chamber Executive Director, 566-9430.

Attachment 1

# La Grange North Carolina Chamber of Commerce

## Evaluation Form for Small Business Award

### Instructions for Completing the Evaluation

After reviewing each nomination please circle the number that is applicable to each of the statements. One is the lowest and ten the highest.

What are the unique characteristics of their successful business?

1    2    3    4    5    6    7    8    9    10

Number of full time employees (estimated) when business began?

1    2    3    4    5    6    7    8    9    10

Current number (estimated) of full time employees?

1    2    3    4    5    6    7    8    9    10

Please describe ways in which the business serves the community through its product and services?

1    2    3    4    5    6    7    8    9    10

Number of years the nominee's business has been operating in La Grange.

1    2    3    4    5    6    7    8    9    10

When you have completed the review of the nomination please total the numbers that have been circled. **GRAND TOTAL** \_\_\_\_\_.

