

GREATER SHELBY COUNTY CHAMBER OF COMMERCE 2017 SMALL BUSINESS OF THE YEAR NOMINATION PACKET

Part I. GUIDELINES & INSTRUCTIONS

PURPOSE

With more than 70% of Chamber members designated as small businesses, the Chamber supports those in Shelby County by recognizing successful small businesses and encouraging others to strive and build for the future.

ELIGIBILITY

Any Shelby County company fitting the criteria in one of the five categories can be nominated. Self-Nominations are accepted. In order to qualify, the nominated company should:

- Have ownership that has not been convicted of a felony,
- Prove business financial stability.

EVALUATION CRITERIA

Businesses will be evaluated based on the criteria listed below:

- **STAYING POWER:** A substantiated history as an established business (*Categories I, II, III & IV*);
- **GROWTH IN NUMBER OF EMPLOYEES:** A benchmark to judge the impact of the business on the Shelby County job market (*Categories I, II, III & IV*);
- **INCREASE IN SALES AND/OR UNIT VOLUME:** An indication of continued growth (*Categories I, II, III & IV*);
- **RESPONSE TO ADVERSITY:** Provide written examples of problems faced in the nominee's business and the methods used to solve them (*All Categories*);
- **EVIDENCE OF CONTRIBUTIONS TO AID COMMUNITY-ORIENTED PROJECTS:** Provide written examples of personal time and resources utilized (*All Categories*).

NOMINATION PACKET

Nominations must be legibly printed or typewritten on 8½" x 11" paper, collated in a folder or notebook and must include a completed Nomination Form on the other side of this sheet. The packet becomes the property of the Greater Shelby County Chamber of Commerce and will not be returned.

RECOGNITION

To provide you and your business additional exposure, all Nominees who provide completed nomination forms, will be recognized in the following manner:

- During the Small Business Week Nominees' Reception.
- In a special Small Business Week Tab/ Insert featured in *The Shelby County Reporter*;
- In a media advisory/ press release provided to the area media;
- At the Small Business of the Year Awards' Luncheon on Wednesday, May 24, 2017 at the Pelham Civic Complex & Ice Arena.
- The five Small Business of the Year recipients will be announced at the Awards Luncheon and have their photos featured in *Shelby Living Magazine*, the Chamber's monthly newsletter (readership of 24,800+).

DEADLINE

The completed Nomination Packet must be received (to allow for judging) no later than 5:00PM on April 27, 2017, at the Chamber:

Greater Shelby Chamber of Commerce
Small Business of the Year
1301 County Services Drive
Pelham, AL 35124

Or Via Fax: 205-663-4524
Or email: payton@shelbychamber.org

Over

Part II. 2017 NOMINATION FORM

Purpose

To support Shelby County small businesses by recognizing successful companies and spotlight the businesses that play a vital role in building our Shelby County communities and overall economy.

Categories (Please Circle 1 Category)

Small Business of the Year-**Category I: 1-5 Employees, Open 1 Year or More**

Small Business of the Year-**Category II: 6-10 Employees, Open 1 Year or More**

Small Business of the Year-**Category III: 11-20 Employees, Open 1 Year or More**

Small Business of the Year-**Category IV: 21+ Employees, Open 1 Year or More**

New Small Business of the Year-**Category V: Less Than 25 Employees, Open Less Than 1 Year**

A. NOMINEE(S) INFORMATION (Please Print)

Business Name _____

Company Representative

Representative Title

Full Business Location Address _____

Representative Email Address _____

Business Telephone # _____ Business Fax # _____

B. BUSINESS INFORMATION (Please Print)

Type of Business _____

Business Description _____

Year Business Began _____

C. SALES AND GROWTH (Categories I, II, III & IV) 2014 2015 2016

Total # of Employees/Volunteers	_____	_____	_____
% Sales Volume increase	_____	_____	_____
Sales Territory	_____	_____	_____

D. CERTIFICATION INFORMATION (Please Check all the boxes below that apply)

- My business is a current investor of the Greater Shelby County Chamber of Commerce.
- My business is not a current investor of the Greater Shelby County Chamber of Commerce.
- My business has been operating continuously for 1 Year or More (Categories I, II, III & IV).
- My business has been operating for 1 Year or Less (Category V).
- I reviewed the "Eligibility" Statement (Part I: Guidelines & Instructions, Eligibility) and agree that my business and owner(s) meet the Qualifications (All Categories).
- I completed the Nomination Packet (Part I: Guidelines & Instructions, Nomination Packet).

I certify that these statements and the information provided are correct.

Business Owner's Signature

Date