



## Nomination Information

### Part I. Guidelines & Instructions

#### Purpose

With more than 70% of businesses in Shelby County designated as small businesses, The Shelby County & Montevallo chambers of commerce are honored to recognize the excellence and success of our small business community.

#### Eligibility

Any business operating in Shelby County and fitting the criteria in one of the five categories can be nominated.

- Category I:** 1-5 Total Employees, Open 1 Year or More  
**Category II:** 6-10 Total Employees, Open 1 Year or More  
**Category III:** 11-20 Total Employees, Open 1 Year or More  
**Category IV:** 21+ Total Employees, Open 1 Year or More  
**Category V:** Open Less Than One Year, Less Than 25 Total Employees

Self-nominations are accepted. In order to qualify, the nominated business 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 Employers** 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 those (*All Categories*);
- **Evidence Of Contribution To Aid Community-Oriented Projects:** Provide written examples of personal time and resources utilized (*All Categories*).

#### Nomination Materials

Small businesses wishing to enter must submit the attached form and are encouraged to provide additional documentation on their successes in the above criteria. Materials may be submitted electronically or in person. All documents submitted become the property of The Shelby County & Montevallo chambers and will not be returned. Please provide a file of your company's logo to Jackson Pruettt via e-mail at [jackson@shelbychamber.org](mailto:jackson@shelbychamber.org) when you turn in your packet.

#### Recognition

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

- An invitation to the Small Business Week Nominees' Reception; Monday May 20, 2019.
- Your logo 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' Community Luncheon on Wednesday, May 22, 2019 at the Pelham Civic Complex & Ice Arena.
- Recipients in each category will be invited to share their story in a Small Business Awards Panel at the Shelby Chamber Connections Luncheon on Thursday, July 11, 2019.
- Photographs of the Small Business of the Year Award Recipients will be featured in *Shelby Living* magazine (monthly readership of 24,800+).
- Recipients will be eligible for nomination by The Shelby County Chamber for the State Small Business Awards hosted by the Business Council of Alabama & The Chamber of Commerce Assoc. of Alabama.

### **Deadline**

The completed Nomination Packet must be received (to allow for judging) no later than 5:00PM on Wednesday, April 24, 2019, at the Chamber:

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

Fax: 205-663-4524  
Email: [jackson@shelbychamber.org](mailto:jackson@shelbychamber.org)

**Part II. 2019 Nomination Information Form**  
(Please fill out and include with any additional materials)

**Categories (Mark the Box of ONE Category for Your Submission)**

- Category I: 1-5 Total Employees, Open 1 Year or More**
- Category II: 6-10 Total Employees, Open 1 Year or More**
- Category III: 11-20 Total Employees, Open 1 Year or More**
- Category IV: 21+ Total Employees, Open 1 Year or More**
- Category V: Open Less Than One Year, Less Than 25 Total Employees**

**A. Nominee Information (Please Print)**

Business Name \_\_\_\_\_

Business 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 \_\_\_\_\_

<b><u>Sales and Growth</u></b>	<i>(Categories I, II, III &amp; IV)</i>			<b>2016</b>	<b>2017</b>	<b>2018</b>
Total # of Employees/Volunteers	_____	_____	_____	_____	_____	_____
% Sales Volume Increase	_____	_____	_____	_____	_____	_____
Sales Territory	_____	_____	_____	_____	_____	_____

**D. Certification Information (Check all the boxes below that apply)**

- My business is a current investor in either the The Shelby County or Montevallo or chambers of commerce.
- My business is not a current investor of The Shelby County or Montevallo chambers 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) and have provided a file of my company's logo.

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

\_\_\_\_\_  
**Business Owner's Signature**

\_\_\_\_\_  
**Date**