



THE MEL-BEX AWARDS

Celebrating Business & Community Excellence!

Nomination Guide & Cover Page

Eligibility & Criteria

The Mel-Bex Awards are open to all Melfort & District Chamber of Commerce member (2010) businesses and organizations (with exception to government organizations or crown corporations) located in the city of Melfort and immediate area including the rural municipalities of Flett Springs No. 429, Willow Creek No. 458, Star City No. 428 and Kinistino No. 459. A business/organization from outside the "immediate area" may be considered if it has had a significant economic influence on Melfort and immediate area and is a member of the Melfort & District Chamber of Commerce. A nominee may submit its own application or another individual/business/organization may put forth the nomination. There is no limit to the number of categories a nominee may be nominated for.

Nomination Procedure

- Complete the **Nomination Cover Page** and corresponding **Nomination Form** for the specific category of nomination; (Citizen of the Year Award also requires one letter of support). Return completed forms to Mel-Bex Awards Selection Committee, Box 2002, Melfort SK S0E 1A0. Fax - 752-9505. **Deadline for completed nominations is March 19, 2010.**
- Optional: For all categories with exception to the Citizen of the Year Award, you have the option of only completing the Nomination Cover Page and requesting that the Melfort & District Chamber of Commerce contact the nominee (business/organization) and have them complete the Nomination Form for the category you nominated them for. **Deadline to submit the Nomination Cover Page to the Melfort & District Chamber of Commerce is March 5, 2010.**
- **Citizen of the Year Award:** Complete the **Nomination Cover Page, Citizen of the Year Nomination Form** and provide **one letter of support** – return to Melfort & District Chamber of Commerce by **March 19, 2010.**
- All nominations will be reviewed by a Selection Committee. Finalists of all categories, with exception to the Citizen of the Year Award, will be notified by the end of March. Only the nominators and recipient of the Citizen of the Year Award will be notified – all other Citizen of the Year nominees remain confidential.
- Presentation of awards to the winning recipients for all business/organization categories, along with the presentation to the Citizen of the Year will take place at the at the **Mel-Bex Awards Gala, April 17, 2010 at the Kerry Vickar Centre.**

Confidentiality

All information provided will remain confidential. Financial information is disclosed at the optional discretion of the nominee and will be treated as strictly confidential.

Categories of Nomination

Agricultural Achievement of the Year Award – Recognizing an individual or business that has made notable contributions to agriculture in our community.

Categories of Nomination - Continued

Business of the Year: 10 and Under Employees – Awarded to a business that demonstrates outstanding success and exceptional performance in terms of business growth, human resource development (recruitment, training, retention), community contributions & innovation.

Business of the Year: 11 and Over Employees – Awarded to a business that demonstrates outstanding success and exceptional performance in terms of business growth, human resource development (recruitment, training, retention), community contributions & innovation.

Citizen of the Year Award – Awarded to a Melfort citizen for exemplary services to our community.

Community Involvement Award: Business/Corporate – Recognizing a business that demonstrates exceptional performance in its support of the arts, culture, amateur sports or voluntary/charitable groups. Adjudication takes into account the relative size of the business.

Community Involvement Award: Organization/Non-Profit – Recognizing an individual from a community-based organization/ non-profit organization or a community-based non-profit organization as a whole for achievements made within the organization as well as the community of Melfort.

Customer Service Award – To be awarded to a business that consistently demonstrates excellence in service and/or hospitality.

Entrepreneur of the Year Award – Recognizing a business person whose business has demonstrated signs of substantial success and viability. The nominee has played a key role in establishing or expanding a business. Adjudication takes into account the relative size of the business.

Heritage Award – Recognizing pioneer or cornerstone business leaders in Melfort and area who have demonstrated excellence over an extended period of time and whose business has contributed to the economic well-being of Melfort.

Property Appearance Award - Awarded to a business that demonstrates exceptional performance in grounds, yard and building upkeep that is aesthetically pleasing and is a positive attribute to Melfort and its citizens. This MEL-BEX Award is designed to encourage businesses to make their places of business more attractive and thereby increase business activity, employee performance, enhance land values and offer an enticing setting and good example to new businesses planning to locate in Melfort and area. Entrants will be judged on landscaping, exterior of buildings, and interior presentation. Consideration will be given in cases where space restriction does not allow for landscaping. Apparent level of maintenance of land and buildings, use of vegetation and trees and overall visual impression will be some of the factors considered.

**Show your sincere appreciation and gratitude to businesses, individuals and groups serving our community! Let's celebrate Melfort together!!
Nominate a deserving business, community group or individual today!**

Join us in the Celebration!
Melfort & District Chamber of Commerce Inc.
PO Box 2002 Melfort SK S0E 1A0
Telephone: 752-4636 Fax: 752-9505
Email: melfortchamber@sasktel.net Website: melfortchamber.com

Nomination Deadline: March 19, 2010

2009 MEL-BEX AWARDS PROGRAM
Nomination Cover Page – ATTACH TO THE FRONT OF EACH NOMINATION!

Part I – Category of Nomination This nomination is for the category of (please ✓)

- | | | |
|---|---|---|
| <input type="checkbox"/> Agricultural Achievement of the Year | <input type="checkbox"/> Citizen of the Year | <input type="checkbox"/> Customer Service |
| <input type="checkbox"/> Business of the Year: 10 Employees and Under | <input type="checkbox"/> Community Involvement: Business/Corporate | <input type="checkbox"/> Entrepreneur of the Year Award |
| <input type="checkbox"/> Business of the Year: 11 Employees and Over | <input type="checkbox"/> Community Recognition: Organization / Non Profit | <input type="checkbox"/> Heritage Award |
| | | <input type="checkbox"/> Property Appearance Award |

Part II – Nominee Contact Information

Nominee (Business/Organization/Individual) _____

Contact Person (for Business/Organization) _____

Mailing Address _____ Postal Code _____

Telephone Number _____ Email: _____

Years in Business (if nomination is business related) _____

Part III – Nomination Submitted by

Contact Person _____

Business (if applicable) _____

Mailing Address _____ Postal Code _____

Telephone Number _____ Fax: _____

Email: _____

Part IV – How to Complete the Nomination Process

Option 1:

- As the nominator, you may complete the nomination form for this category, attach this Cover Page to the that nomination form for which you are nominating the business/organization/individual and return to the Melfort & District Chamber of Commerce by **March 19, 2010**. Nomination forms for each category can be downloaded at www.melfortchamber.com.

Option 2:

- If you would like the nominee to complete the nomination form for the category you have nominated them for, please complete and return this Cover Page to the Melfort & District Chamber of Commerce by **March 5, 2010**. The nominee will be notified of their nomination and requested to complete the nomination process by filling out the nomination form for the category they were nominated in. The nominee will have until **March 19, 2010** to return the completed nomination form to the Melfort & District Chamber of Commerce.

CITIZEN OF THE YEAR AWARD

- For the **Citizen of the Year Award** – nominators must complete the Citizen of the Year Nomination Form in its entirety and return the completed form attached to this Cover Page with **one letter of support** to the Melfort & District Chamber of Commerce by **March 19, 2010**.

Authorized Signature: _____ Date: _____

Return to: Melfort & District Chamber of Commerce Inc. PO Box 2002 Melfort SK S0E 1A0
Telephone: 752-4636 Fax: 752-9505 DEADLINE: MARCH 19, 2009

Date Received:

Acknowledged:

Outcome: