



Melfort & District Chamber of Commerce

2012 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 (2012) businesses and organizations (with exception of 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. Email: melfortchamber@sasktel.net. **Deadline for completed nominations is March 21, 2012.**
- **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 7, 2012.**
- **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 21, 2012.**
- All nominations will be reviewed by a Selection Committee. Finalists of all categories, with exception of 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 **Mel-Bex Awards Gala, April 21, 2012 at the Kerry Vickar Centre.**

Confidentiality

All information provided will remain confidential and will not be disclosed. Financial information is disclosed at the optional discretion of the nominee and will be treated as strictly confidential.

Your Success is Our Business

Categories of Nomination

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 appreciation to businesses, individuals and groups serving Melfort and area!
Nominate a deserving business, community group or individual today!***

Join us in the Celebration!

Nomination Deadline: March 21, 2012

MELFORT MEL-BEX AWARDS PROGRAM

Nomination Cover Page

Part I – Category of Nomination

This nomination is for the category: (please ✓)

- | | | |
|---|---|---|
| <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 Involvement: Organization / Non Profit | <input type="checkbox"/> Heritage Award |
| <input type="checkbox"/> Citizen of the Year | <input type="checkbox"/> Customer Service | <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 category nomination form, attach this Cover Page to the category nomination form and return all forms to the Melfort & District Chamber of Commerce by **March 21, 2012**.

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 7, 2012**. 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 21, 2012** 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 21, 2012**.

Authorized Signature: _____ Date: _____

Return to: **Melfort & District Chamber of Commerce Inc. PO Box 2002 Melfort SK S0E 1A0**
Fax: 752-9505 Email: melfortchamber@sasktel.net **DEADLINE: MARCH 21, 2012**

Date Received: _____ Acknowledged: _____ Outcome: _____

MELFORT MEL-BEX AWARDS NOMINATION

Business of the Year: 10 Employees & Under

Recognizing a business that demonstrates outstanding success and exceptional Performance in terms of business growth, human resource development (recruitment, training, retention), community contribution & innovation.

**** CONFIDENTIAL ****

Business: _____

Contact: _____ Telephone: _____

Mailing Address: _____

Please attach a written summary providing details to the following:

About the Business, Its Goals & Objectives

- Type of business and how this business came to be in Melfort; Number of years in business in Melfort; Products & services provided by the business
- Describe the business' goals & objectives
- Indicate which goals/objectives were achieved. Describe how they were achieved.

Operations & Procedures

Please describe the business operations/procedures with the following areas of emphasis:

- Building and/or place of business; investment in equipment/inventory
- Employment: How has the number of employees changed since establishing the business? Describe your recruitment, training & employee retention practices.
- Describe the pattern of growth experienced by your business in the last 5 years (increases, decreases, no changes)
- Marketing: Please describe the marketing strategy used to achieve success in your business

Achievements

- Please list achievements made by the business as well as other recognitions received in the past 5 years
- What do you feel is your business' most important contributions to Melfort and area?

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized as the Mel-Bex Business of the Year (10 Employees & Under).
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION

Business of the Year: 11 Employees & Over

Recognizing a business that demonstrates outstanding success and exceptional performance in terms of business growth, human resource development (recruitment, training, retention), community contribution & innovation.

**** C O N F I D E N T I A L ****

Business: _____

Contact: _____ Telephone: _____

Mailing Address: _____

Please attach a written summary providing details to the following:

About the Business, Its Goals & Objectives

- Type of business and how this business came to be in Melfort; Number of years in business in Melfort; Products & services provided by the business
- Describe the business' goals & objectives
- Indicate which goals/objectives were achieved. Describe how they were achieved.

Operations & Procedures

Please describe the business operations/procedures with the following areas of emphasis:

- Building and/or place of business; investment in equipment/inventory
- Employment: How has the number of employees changed since establishing the business? Describe your recruitment, training & employee retention practices.
- Describe the pattern of growth experienced by your business in the last 5 years (increases, decreases, no changes)
- Marketing: Please describe the marketing strategy used to achieve success in your business

Achievements

- Please list achievements made by the business as well as other recognitions received in the past 5 years
- What do you feel is your business' most important contributions to Melfort and area?

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized as the Mel-Bex Business of the Year (11 Employees & Over).
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce

PO Box 2002 Melfort SK S0E 1A0

Fax: 306-752-9505

Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION
Community Involvement Award: Business/Corporate

Recognizing a business that demonstrates exceptional performance in support of the arts, culture, amateur sports or voluntary/charitable groups.

**** CONFIDENTIAL ****

Business: _____

Contact: _____ Telephone: _____

Mailing Address: _____

Please attach a written summary providing details to the following:

Community Involvement in the past 2 years (not limited to these areas; please feel free to add to this list):

- Describe the nominee's philosophy regarding Community Involvement as it relates to
 - Arts & Culture
 - Recreation & Amateur Sport
 - Volunteerism
 - Voluntary / Charitable Groups

Financial & Volunteer Resources

- Describe the nominee's philosophy as it relates to employees volunteering in the community; Detail number of volunteer hours contributed in the community (during company hours; outside company hours)
- Please describe the nominee's financial commitment to the above activities. Where applicable, compare contribution to previous years.
- List/provide examples of the goods and services provided in-kind to various organizations within the community during the past two years; describe the positive impact this had on the community.

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized with a Mel-Bex Community Involvement Award: Business/Corporate.
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION
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.

**** CONFIDENTIAL ****

Please attach a written summary providing details to the following:

Nominee

- Please state the nominee’s name, contact (if nominee is an organization), mailing address and home & work telephone numbers.

Nominator

- Please state the nominator’s name, mailing address and home & work telephone numbers.

Please describe the contributions made by the nominee in the areas listed (but not limited to – feel free to add more areas of interest to support this nomination):

For Nominations of INDIVIDUALS	For Nominations of ORGANIZATIONS
<ul style="list-style-type: none"> • History in Melfort - length of residency in Melfort • Involvement and impact with community-based organizations in Melfort • Impact the nominee’s involvement has on Melfort • Other awards & recognitions received by the individual 	<ul style="list-style-type: none"> • History in Melfort --- length of time organization has been in Melfort • Involvement & impact within the community of Melfort • Contributions made within the community of Melfort • Other awards & recognitions received by the organization

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized with a Mel-Bex Community Involvement Award: Organization / Non Profit.
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

 Date

 Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
 PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION

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.

**** CONFIDENTIAL ****

Nominee: _____

Business: _____

Telephone: _____ Email _____

Mailing Address: _____

Please attach a written summary providing details to the following:

Nominee's Involvement with the Business, Its Goals & Objectives

- Describe the nominee's involvement with: The type of business and how this business came to be in Melfort; Number of years in business in Melfort; Products & services provided by the business
- Describe the business' goals & objectives and indicate which goals/objectives were achieved and how they were achieved, relating it to the nominee's involvement.

Operations & Procedures

Please describe the nominee's involvement with business operations/procedures in the following areas:

- Building and/or place of business; investment in equipment/inventory
- Employment: How has the number of employees changed since establishing the business? Describe your recruitment, training & employee retention practices. Describe management practices that have contributed to the success of the business.
- Describe the pattern of growth experienced by your business in the last 5 years (increases, decreases, no changes), relating it to the nominee's involvement.

Achievements

- Please list achievements made by the business as well as other recognitions received in the past 5 years; What do you feel is the nominee's most important contribution to Melfort and area?

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized as the Mel-Bex Entrepreneur of the Year.
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION

Customer Service Award

Recognizing a business that consistently demonstrates excellence in service and/or hospitality.

**** CONFIDENTIAL ****

Business: _____

Contact: _____ Telephone: _____

Mailing Address: _____

Please attach a written summary providing details to the following:

About the Business, Its Goals & Objectives

- Type of business and how this business came to be in Melfort; Number of years in business in Melfort; Products & services provided by the business
- Describe the business' goals & objectives
- Indicate which goals/objectives were achieved. Describe how they were achieved.

Customer Service

- Describe what is distinctive about the quality of the services offered by the business
- Describe how the services the business provides meets the needs of its customers
- Describe the impact good customer service has on your business and how it contributes to its success
- Describe the staff training methods/programs used by the business to enhance customer service.

Final Statements in Support of this Nomination

- Please describe why the nominee should be recognized with a Mel-Bex Customer Service Award.
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION

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.

**** CONFIDENTIAL ****

Business: _____

Year Established: _____

Contact: _____ Telephone: _____

Mailing Address: _____

Please attach a written summary providing details to the following:

About the Business, Its Goals & Objectives

- Type of business and how this business came to be in Melfort; Describe the products & services offered by the business
- Indicate the year the business was established / number of years in business; History and family legacy with regards to the business in Melfort;
- Describe the business' goals & objectives; Indicate how they were achieved and how they contributed to the sustained success of the business.

Operations & Procedures

Please describe the business operations/procedures with the following areas of emphasis:

- Building location and/or place of business – summarize the physical location of the business from inception to present-day; include any historical details
- Employment: How has the number of employees changed since establishing the business?
- Historical details in how operations have changed from inception to present-day. Describe the historical impact the business has had on Melfort
- "Best Practices" - Please describe the strategies used to achieve success and longevity in your business

Achievements

- Please list achievements and significant milestones achieved by the business and/or its owners

Final Statements in Support of this Nomination

- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce

PO Box 2002 Melfort SK S0E 1A0

Fax: 306-752-9505

Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION
Property Appearance Award

Recognizing 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.

**** CONFIDENTIAL ****

Business: _____ Contact: _____

Telephone: _____ Email _____

Mailing Address: _____

Street Address: _____

Photo Attached: Yes

No

Please attach a written summary providing details to the following:

About the Business

- Type of business and how this business came to be in Melfort; Number of years in business in Melfort; Products & services provided by the business

Property Appearance

- Describe enhancements or site features made to the property to improve its appearance;
- Describe, if applicable, how vegetation (plants, trees, shrubs, etc.) is used and maintained to enhance the appearance of the property;
- Vehicle Parking: Describe policies regarding staff parking and client/customer parking (i.e. allocated and marked space for both clients/customers/staff)
- Public Entrances: Describe how you clearly mark and enhance public entrances; describe safety measures used (i.e. policy regarding snow removal, etc.)

Outcomes

- Detail the benefits realized by the business as it relates to property appearance (i.e. brand recognition, increased sales; customer feedback, etc.)

Achievements

- Please list any other achievements and/or recognitions received by the business in the past 5 years.

Final Statements in Support of this Nomination

- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce

PO Box 2002 Melfort SK S0E 1A0

Fax: 306-752-9505

Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome:

MELFORT MEL-BEX AWARDS NOMINATION CITIZEN OF THE YEAR AWARD

Recognizing a citizen of Melfort for exemplary community service.

**** C O N F I D E N T I A L ****

Please attach a written summary providing details to the following:

Nominee

- Please state the nominee's name, mailing address and home & work telephone numbers.

Nominator

- Please state the nominator's name, mailing address and home & work telephone numbers.

About the Nominee

Please describe in detail the contributions made by the nominee in the areas listed (but not limited to):

- History in Melfort – settling in Melfort; length of residency in Melfort;
- Employment history in Melfort – i.e. business owner; employee; length of time at employment; If not employed, describe the in-kind service in areas of community service;
- Involvement in community service, organizations, volunteerism and contributions made in Melfort;
- The positive impact the nominee's contributions have made to the quality of life for Melfort citizens, the organizations the nominee is involved with and how this contributed to a vibrant community for Melfort; and,
- Other awards & recognitions received by the nominee

Final Statements in Support of this Nomination

- In a closing summary paragraph, please state why the nominee should be recognized as Melfort's Citizen of the Year;
- Please include one additional letter of support from one of the organizations the nominee has been involved with; and,
- Please feel free to enclose any additional materials and information supporting this nomination (documents, pamphlets, promotional materials, press clippings etc.).

Date

Signature

DEADLINE: MARCH 21, 2012

Return to: Selection Committee; Melfort & District Chamber of Commerce
PO Box 2002 Melfort SK S0E 1A0 Fax: 306-752-9505 Email: melfortchamber@sasktel.net

Date Received:

Reviewed:

Outcome: