

# 24TH ANNUAL SMALL BUSINESS AWARDS ADVOCATE APPLICATION FORM



## ELIGIBILITY

A completed application package must be submitted. Failure to complete all sections of the application form may disqualify the nominee. Nominees can be any **individual** dedicated to supporting the small business community in the NewVa region (Roanoke and surrounding areas), including but not limited to, trade and professional associations and business organizations. If you have additional questions, call Debbie Lindsay at 540.983.0717 x239.

## NOMINEE INFORMATION

Nominee: \_\_\_\_\_

*(List as it should appear on your award.)*

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

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

*(List as it should appear in print.)*

Mailing Address: \_\_\_\_\_

Physical Address: \_\_\_\_\_

Phone: \_\_\_\_\_ Fax: \_\_\_\_\_

E-mail: \_\_\_\_\_

## AWARD CRITERIA

Please complete this section on separate page(s) and attach to this form. By submitting a completed application packet, you certify that the information provided herein is true and correct to the best of your knowledge.

In 300 words or less, give concise information of the qualities and performance that merit this award. Suggested information includes: a description of the kind of small business advocacy efforts you, as an individual, have made during the last year; innovativeness of the assistance outside your work obligations; results of the assistance; and the economic impact your efforts had on business or the community. Specify if the advocacy efforts are done as a volunteer or as part of compensated work.

Any other supporting documentation deemed significant by the nominee, including, but not limited to, news articles and/or letters of recommendation, may be submitted as part of the application packet. Supporting documentation must not exceed five pages. Videos, CD's, and DVD's will not be considered.

## APPLICATION PACKET

The deadline for submitting your application packet is **Thursday, July 15 at 5 PM**. Only completed application packets will be accepted. A completed application packet contains **10 individual copies** of this completed form with separate page(s) for award criteria attached (see above). Letters in support of your application or any additional materials are not required, but must be submitted with your application packet and are limited to five pages. Each individual application should not measure more than 9" by 12". If you have additional questions, call Debbie Lindsay at 540.983.0717 x239.

## PHOTOS FOR PRESENTATION

A high resolution professional headshot must be submitted on a compact disc (only one copy is needed) with your completed application packet. The Roanoke Regional Chamber will use this picture to promote your nomination during the awards dinner, in *Business Connections* magazine, and on [www.roanokechamber.org](http://www.roanokechamber.org).