

# 24TH ANNUAL SMALL BUSINESS AWARDS SMALL BUSINESS VETERAN OF THE YEAR APPLICATION FORM



## **ELIGIBILITY**

A completed application package must be submitted. Failure to complete all sections of the application form may disqualify the nominee. Nominees must meet **all** of the following qualifications:

- Nominee must be a veteran who has been honorably discharged or retired from any U.S. branch of the military service. Nominee may be active in the Reserves or National Guard.
- Nominee must be, or have been, at least a 51% business owner.
- Nominee and their business must be, or have been, in the NewVa region (Roanoke and surrounding areas).
- Nominee must be living at the time of their nomination.

If you have additional questions, call Tom Tanner at 540.983.0717 x223.

## **NOMINEE INFORMATION**

Nominee: \_\_\_\_\_  
(List as it should appear on your award.)

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

Business Name: \_\_\_\_\_  
(List as it should appear in print.)

U.S. Military Branch of Service: \_\_\_\_\_

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

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

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

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

## **NOMINEE PERSONAL BIOGRAPHY**

Describe yourself in approximately 50 words. What do you want people to know about you and your military service? What years did you serve in the military? The Chamber may use this information to promote your nomination during the awards dinner, in *Business Connections* magazine, and on [www.roanokechamber.org](http://www.roanokechamber.org).

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## **NOMINEE BUSINESS DESCRIPTION**

Describe your business in approximately 50 words. What do you want people to know about your business? What does your business do? What makes it unique? The Chamber may use this information to promote your business during the awards dinner, in *Business Connections* magazine, and on [www.roanokechamber.org](http://www.roanokechamber.org).

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## **AWARD CRITERIA**

Please complete this section on **one separate page** 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 approximately 400 words, give concise information of the qualities and performance that merit this award. Suggested information includes: How is your business unique or innovative? How has the company overcome adversity? Describe ways in which the nominee promoted and/or advocated for patriotism, country, duty, and freedom with a special emphasis of working with veteran causes. Also list any military awards, medals and achievements.

## **SUPPORTING DOCUMENTS**

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.

## **REQUIRED DOCUMENTS**

One copy of your **DD214 Veteran's Proof of Military Service** and **Permission form 1000sbvya** must be submitted with your completed application packet.

## **APPLICATION PACKET**

The deadline for submitting your application packet is **Friday August 13 at 5 PM**. Only completed application packets will be accepted. A completed application packet contains 2 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 Tom Tanner at 540.983.0717 x223.

## **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 may use this picture to promote your nomination during the awards dinner, in *Business Connections* magazine, and on [www.roanokechamber.org](http://www.roanokechamber.org).

**24TH ANNUAL SMALL BUSINESS AWARDS  
DINNER RESERVATIONS**



**The Small Business Veteran of the Year will be  
recognized in front of more than 600 attendees.**

**Tuesday, October 1, 2010**  
The Hotel Roanoke & Conference Center  
Cocktails at 6 PM / Dinner at 7 PM  
\$49.50/person; \$396/table of eight; \$495/table of ten

*Special thanks to our sponsors:*



**DINNER RESERVATIONS MUST BE RECEIVED BY SEPTEMBER 10**

*Return by fax to 540.983.0723*

*or by mail to Roanoke Regional Chamber of Commerce, 210 S. Jefferson St., Roanoke, VA 24011-1702,  
or register online by visiting [www.roanokechamber.org](http://www.roanokechamber.org) and click on Chamber Store.*

Name(s): \_\_\_\_\_  
\_\_\_\_\_

Company: \_\_\_\_\_

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

Form of payment (Circle One):      Check Enclosed      VISA      MasterCard      AMEX      Discover

Credit Card #: \_\_\_\_\_ Exp Date: \_\_\_\_\_

Name on Card: \_\_\_\_\_

Credit Card Billing Address: \_\_\_\_\_ Amount: \$ \_\_\_\_\_

Signature: \_\_\_\_\_

*No refunds or cancellations after Friday, September 10  
Non-attendance does not alleviate balance due.*

**ROANOKE REGIONAL CHAMBER OF COMMERCE**  
210 S. JEFFERSON STREET □ ROANOKE, VIRGINIA 24011-1702  
540.983.0700 X239 □ FAX 540.983.0723 □ SBDC@ROANOKECHAMBER.ORG