

22ND ANNUAL SMALL BUSINESS AWARDS VETERAN 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 must be, or have been, a significant owner in a business.
- 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 ext. 223.

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.

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.

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.

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 **Thursday, July 17 at 5 PM**. Only completed application packets will be accepted. A completed application packet contains 6 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 ext. 223.

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.

22ND ANNUAL SMALL BUSINESS AWARDS DINNER RESERVATIONS



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

Tuesday, September 30
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 12

*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 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 12.
Non-attendance does not alleviate balance due.*

ROANOKE REGIONAL CHAMBER OF COMMERCE
210 S. JEFFERSON STREET □ ROANOKE, VIRGINIA 24011-1702
540.983.0700 EXT. 239 □ FAX 540.983.0723 □ SBDC@ROANOKECHAMBER.ORG