



GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE



Nomination Instructions:

Business excellence is epitomized by a balanced combination of manufacturing and service excellence and a commitment to employees and to the community. This award is presented to for-profit companies that demonstrate a consistently high level of caring and commitment in these areas. We seek information on the nominated firm in as much detail as possible in three broad areas: commitment to community; commitment to employees; commitment to manufacturing and/or service excellence. Companies are allowed to submit as often as they choose but may only win once.

-Submit a cover sheet that includes the following company information:

- * **Company name and address**
 - * **A brief description of the company, including how long it has been in business and a description of the products and/or services provided.**
 - * **Number of employees and average hourly wage, excluding management**
-
- The signature of the nominee (page included) and a list of references.
 - Companies may self-nominate.
 - Please submit eight (8) copies of your nomination and other pertinent materials. If you would like the materials returned – except for one copy – please make a notation.

DEADLINE FOR RECEIPT OF NOMINATIONS is Friday March 23, 2012. Awards will be presented at a ceremony in the Spring of 2012, with the winners notified prior to the event. For additional forms and/or more information on the nomination process, call Brian Doyle at 624-9807. Return completed nominations to:

Brian Doyle, Governor's Account Executive
Governor's Award for Business Excellence
59 SHS, 111 Sewall St., Cross Office Building, 3rd Floor
Augusta, Maine 04333

NOMINATED BUSINESS _____

(Please be accurate with business name – this name will appear on the award, if chosen)

Contact _____ Title _____

Address _____

City/State/Zip _____

Telephone _____ FAX _____ E-mail _____

Nominator _____ Title _____

Business _____

Address _____ City/State/Zip _____

Telephone _____ FAX _____ E-mail _____

GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE

Please provide a narrative on each of the following categories. The narrative can be of any length and format.

The following categories should guide your narrative:

- *Commitment to Community
- *Commitment to Employees
- *Commitment to Manufacturing or Service Excellence

Also, whenever possible, please:

- *Express monetary donations as a dollar amount OR a percentage of pretax profits
- *Express in-kind services as a dollar amount OR number of hours donated
- *List prior awards and/or recognitions and the year they were presented

Remember when preparing your nomination that a group of business leaders who may not be familiar with the company will be reviewing the materials. The quality of the nomination will have a direct impact on how the company will be evaluated. Be sure your nomination reflects your best effort and “tells the story” of the company you are nominating.

I. COMMITMENT TO COMMUNITY

An excellent company contributes to its community. This may be manifested as monetary or non-monetary support of the arts, charities, schools, institutions, or general support of people in need. Include a summary of the outstanding contributions made by the company. Please provide specific information – not just a list of contributions. Include exhibits such as newspaper articles or letters of appreciation, if available.

II. COMMITMENT TO EMPLOYEES

An excellent company cares about the well being of its employees. Indicate how the nominee has excelled in its concern for its employees and their development. Some areas to consider include, but are not limited to: development of innovative human resource or employee programs, child care services, wellness programs, internal or external educational programs, safety programs, incentive or bonus programs, recognition programs, company culture survey results, turnover or length of employment statistics, or any other initiatives that demonstrate a commitment to the support and development of the company's employees.

III. COMMITMENT TO MANUFACTURING OR SERVICE EXCELLENCE

An excellent company strives toward technical excellence, product innovation, manufacturing efficiency and superior customer satisfaction and service. How has the nominee excelled in these or related areas? What sets this firm apart from its competitors? Consider exhibits such as customer or vendor testimonials, performance metrics, or other documentation of the company's superior efforts and results.

GOVERNOR'S AWARD FOR BUSINESS EXCELLENCE

IV. NOMINATOR'S FINAL COMMENTS

Please add any additional comments you feel are important in considering this company for this award.

SIGNATURE OF NOMINEE:

I do hereby affirm that the factual information contained herein is true and accurate to the best of my knowledge.

Signature/Contact: _____

Title: _____ Business: _____

REFERENCES:

Please provide the names of three individuals who agree that the information about this company is accurate and who would act as references.

1. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____

2. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____

3. Business Name (if applicable): _____

Contact Name and Title: _____

Address: _____

Phone: _____