



FIRST CITIZENS AND BUSINESS EXCELLENCE AWARDS NOMINATION FORMS

Each year at the Pendleton Chamber of Commerce's First Citizens Awards Banquet, a "Woman of the Year", "Man of the Year", and "Business of the Year" are honored. The First Citizen awards have been awarded since 1956, and the Business of the Year since 1997.

The Business Excellence Awards were first awarded for 2004, and are now given in four categories: Tourism Excellence, Customer Service Excellence, Boss of the Year, and Employee of the Year.

Please submit the attached nomination form, a description of how the nominee fits the criteria, as well as supporting documents (i.e., letters), to the Chamber of Commerce office by December 27, 2019.

AS THE NOMINATOR, PLEASE MAKE SURE YOU AND YOUR NOMINEE HAVE TICKETS AND ATTEND THE BANQUET AT WILDHORSE RESORT & CASINO! (The date of the 2020 Banquet is Friday, January 17, 2020)

To be considered, nominations must be delivered in a sealed envelope by December 27, 2019 to the Chamber office or mailed so it is delivered by December 27, 2019 to:

**ATTN: First Citizens Committee
Pendleton Chamber of Commerce
501 S Main St
Pendleton OR 97801**

The names of all nominees and recipients are kept in strictest confidence and are not made available prior to the banquet.

If your candidate is not selected this year, you are encouraged to reclaim the nomination package from the Chamber office and resubmit it again next year with a current nomination form. Resubmitted nominations should include confirmation that all endorsers have been notified that the nomination is being resubmitted. Of course, additional endorsements and other supporting materials may be added to the package.

GENERAL RULES TO GOVERN THE SELECTION OF THE FIRST CITIZENS, BUSINESS OF THE YEAR, AND BUSINESS EXCELLENCE AWARDS

1. The First Citizens Awards shall be known as the Man of the Year Award, Woman of the Year Award, and the Business of the Year Award.
2. The Business Excellence Awards shall be known as the Employee of the Year Award, Boss of the Year Award, Tourism Excellence Award, and the Customer Service Excellence Award.
3. In order to qualify as a **Man or Woman of the Year nominee**, an individual must fall within the following general provisions:
 - One who has performed continuous outstanding volunteer community service over a long period of time;
 - One who has been active in community affairs in recent years;
 - One who has been active in more than one phase of community activity;
 - One whose community participation has been service or contribution performed outside of his/her business, profession, or vocation;
 - One who demonstrates a high degree of cooperation in community and civic enterprises;
 - One who contributes recognizable leadership by inspiration and example in community affairs.

Please highlight significant achievements, accomplishments, and contributions to the community the individual made for the year of nomination.
4. In order to qualify as a **Business of the Year nominee**, the business must be a Pendleton Chamber member and have maintained a presence in Pendleton for a minimum of 2 years. Using additional pages and/or endorsement letters, please describe the following about the nominee:
 - Business accomplishments during the past year;
 - Civic involvement and contributions by its owners, management and/or staff in the past year;
 - Professional accomplishments;
 - Other noteworthy qualities.
5. **Business Excellence Awards** qualifications are outlined on nomination form in this packet.
6. The Selection Committee shall consist of a minimum of three Chamber members, appointed by the President of the Chamber of Commerce.
7. The Selection Committee members shall be known only to the President, the Executive Director, and other members of the committee.

8. The Selection Committee will select one recipient from each category for Man, Woman and Business of the Year, as well as the Business Excellence Awards categories of Employee of the Year, Boss of the Year, Tourism Excellence Award, and Customer Service Excellence Award.

**PENDLETON CHAMBER OF COMMERCE WOMAN AND MAN OF THE YEAR
AWARDS AND BUSINESS OF THE YEAR AWARD NOMINATION FORM**

NOMINATOR(S)

NAME(S): _____

ADDRESS: _____

PHONE: _____

FIRST CITIZEN

Nominee: _____

Address: _____

Phone: _____

BUSINESS OF THE YEAR

Nominee: _____

Name of CEO/Owner: _____

Type of Business: _____

Address: _____

Phone: _____

Endorsement letters and other documentation describing the nominee's qualifications for the award should accompany this nomination form. Nominations must be delivered in a sealed envelope to the following address no later than December 27, 2019 to be considered.

**ATTN: First Citizens Committee
Pendleton Chamber of Commerce
501 S Main St
Pendleton OR 97801**

Nominations received after December 27, 2019 will not be accepted for consideration this year.

**PENDLETON CHAMBER OF COMMERCE BUSINESS EXCELLENCE
AWARDS
NOMINATION FORM**

NOMINATOR(S)

NAME(S): _____

PHONE: _____

Attach a letter or letters explaining why your nominee deserves the award.

EMPLOYEE OF THE YEAR

This award will be presented to an employee who has demonstrated initiative and enthusiasm for the job, who exhibits exemplary customer service skills and creativity, and who has taken a leadership role and worked on team spirit within the place of business.

Nominee: _____ Business _____

Contact Name & Phone: _____

BOSS OF THE YEAR

This award recognizes an outstanding employer who helps each employee achieve their personal best, who provides and encourages additional training, who encourages employees to succeed, and who listens to employees' suggestions for improving a company.

Nominee: _____ Business _____

Contact Name & Phone: _____

TOURISM EXCELLENCE AWARD

This award celebrates outstanding efforts made by an individual, business or organization to promote Pendleton as a tourism destination, to recruit a conference/meeting/convention to Pendleton, and/or to facilitate the enjoyment of visitors to our area, or who positively promotes Pendleton as a tourism destination in regional, state or national circles.

Nominee: _____

Contact Name & Phone: _____

CUSTOMER SERVICE EXCELLENCE AWARD

This award recognizes a business' dedication to customer satisfaction through integrity and excellent service and/or development of an outstanding product, beyond customer expectations. It also recognizes continuing staff training to meet changing customer needs.

Nominee: _____

Contact Name & Phone: _____

DEADLINE FOR RETURN: December 27, 2019 to the Chamber office. Nominations received after the deadline will not be accepted for consideration this year.

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Pendleton Chamber of Commerce
501 S Main St
Pendleton OR 97801**

The names of all nominees and recipients will be kept in strictest confidence and are not made available prior to the banquet.

Remember it is your obligation to make sure you and your nominee have tickets and attend the banquet!