



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 three categories: Tourism Excellence, Boss of the Year, and Employee of the Year.

Non-profit or Volunteer of the Year is awarded to a non-profit or individual who has contributed their time and talents to the betterment of the community in a significant manner over the course of the previous 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 6, 2023.

AS THE NOMINATOR, PLEASE MAKE SURE YOU AND YOUR NOMINEE HAVE TICKETS AND ATTEND THE BANQUET. (Banquet will be held January 26, 2024)

To be considered, nominations must be delivered in a sealed envelope by December 6, 2023, to the Chamber office or mailed so it is delivered by December 6, 2023, to:

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

The names of the top three nominees in each category will be revealed prior to the banquet, only the President, CEO and committee members will know the final award winner prior to the reading on the evening of 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 Non-profit/Volunteer of the Year.
3. 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. 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 past man and woman of the year, past business or employee, a representative from the Confederated Tribes of the Umatilla Indian Reservation business community, two chamber members in good standing, and the sitting chamber president.
7. The Selection Committee will select one recipient for Man, and Woman, they will choose a top-three for Business of the Year, Employee of the Year, Boss of the Year, Tourism Excellence Award, and Non-Profit/Volunteer of the YEAR. ***A winner will be chosen from the top three based on the documentation provided clearly demonstrating the qualification of the nominee(s).***

**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 6, 2023, to be considered.

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

Nominations received after December 6, 2023, will not be accepted for consideration this year.

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

NOMINATOR(S)

NAME(S): _____

PHONE: _____

Attach supporting 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 _____

NON-PROFIT ORGANIZATION OR VOLUNTEER OF THE YEAR

This award recognizes a non-profit or volunteer who has contributed their time and talents to the betterment of the community over the past year.

Nominee: _____

Contact Name & Phone _____

DEADLINE FOR RETURN: December 6, 2023, to the Chamber office. Nominations received after the deadline will not be accepted for consideration this year.

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

Address: 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!