



# Small Business Leader of the Year 2008

## OFFICIAL NOMINATION FORM

Each year the Greater Boca Raton Chamber of Commerce recognizes an outstanding small business person for achievements and contributions to the community.

*\*\*Self-nominations are permitted and encouraged\*\**

Nominee's Name: _____	Phone: _____
Company Name: _____	Fax: _____
E-mail: _____	
Business Address: _____	
City: _____	St: _____ Zip: _____
Type of Business: _____	

Nominator: _____	Phone: _____
Company Name: _____	Email: _____
Business Address: _____	
City: _____	St.: _____ Zip: _____

Is the nominee aware of his/her nomination?        Yes        No

May we forward this nomination to the Small Business Development Center (SBDC) for consideration of the U.S. Small Business Administration (SBA) Awards?        Yes        No

For questions regarding the U.S. SBA Awards, please visit [www.fausbdc.com](http://www.fausbdc.com) or call the SBDC at 561.297.1140.

- ✓ Please see back of form for eligibility requirements and nomination procedure.
- ✓ This nomination form must be received by **Wednesday, April 23, 2008.**
- ✓ A follow-up company profile form will be sent to the nominator via e-mail for further details.
- ✓ **The luncheon will be held on Thursday, May 22 at the Marriott Boca Raton at Boca Center.**

*Business Leader Sponsors*

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Mail completed form to:  
Greater Boca Raton Chamber of Commerce  
Attn: Andrea Digilio  
1800 North Dixie Highway  
Boca Raton, FL 33432  
or fax to 561.392.3780  
or email information to  
[adigilio@bocaronchamber.com](mailto:adigilio@bocaronchamber.com)



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## NOMINATION & SELECTION PROCESS

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### Eligibility

1. A nominee must be an owner or partner of the business and actively involved in the day to day management of the business.
2. Nominee must be a member in good standing with the Greater Boca Raton Chamber of Commerce.
3. Nominee must have been in business a minimum of three years.
4. Nominee's firm must have fewer than 100 employees.  

OR
5. Nominee's firm must have gross annual sales not exceeding \$5 million dollars (SBA definition of a "small" business).
6. Nominee's firm must have demonstrated sustained growth in employees and sales.
7. Nominee must be active in community affairs, volunteering personal and business resources.
8. Nominee may be a franchise owner.
9. Nominee may NOT be the chief operations officer of a branch location of a parent company.
10. Business persons eligible for nomination will be accepted from, but are not limited to, the manufacturing, financial and service industries and the professions.

### Nominating Procedure

1. Nominations will be accepted, in proper form, from the general public, the membership of the Greater Boca Raton Chamber of Commerce, civic organizations and others willing to identify themselves as the nominator. Self-nominations are permitted and encouraged.
2. Current year nominees will be carried over into nomination for the following year, thereby placing the name in nomination for a total of two years.
3. If a nomination is submitted with insufficient supporting information, the person(s) who submitted the name (or the nominee) will be notified and asked to submit further information. Finalists will be asked to provide detailed financial information.

### Composition of Selection Committee

1. The selection subcommittee shall be comprised of the current Chamber President & CEO and Chair of the Chamber Board of Directors.
2. The immediate past winner of the Small Business Leader of the Year award shall be invited to join the selection subcommittee.

### Selection Criteria

1. Demonstrated profitability
2. Major obstacles overcome - Major accomplishments achieved
3. Examples of commitment to community involvement
4. Demonstrated continued growth