

***Small Business:  
A business with no  
more than 40  
full-time employees or  
full-time equivalent.***

## ***Small Business of the Year Award Instruction Form***

To emphasize the importance of small business to the economy and welfare of the entire Hanover community, the Hanover Area Chamber of Commerce will again recognize among its members the Small Business of the Year that best exemplifies sound principles of business success, personnel management, and community leadership and service.

The award will be presented at the **Chamber's Annual Meeting on October 20, 2011.**

### **Eligibility:**

- Any Chamber member with no more than 40 full-time employees or full-time equivalent.
- Business entities, including proprietors, partnerships or corporations doing business in or located in the Hanover Chamber area.
- A business may apply directly or be nominated by another member.
- Chamber officers' businesses are not eligible.

### **Criteria:**

- Business must have operated at least three years in the area.
- Must show evidence of success and sound growth.
- Must be a visible presence in the community.
- Must be active in support of community organizations and events

### **Selection:**

Nominate the Chamber member you know who fits the "Small Business of the Year" description, along with supporting materials, and send it directly to the Chamber via fax at 637-9127 or by mail at 146 Carlisle St., Hanover, PA 17331.

***Nominations must be received by October 2, 2011.***

Selection will be managed by the Awards & Recognition Committee, in conjunction with the Workforce Development Committee.



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## ***Small Business of the Year Award Nomination Form***

Business: \_\_\_\_\_

Owners: \_\_\_\_\_ # of Employees: \_\_\_\_\_

Business Address: \_\_\_\_\_

Business Phone: \_\_\_\_\_ Home Phone: \_\_\_\_\_

How long have you been in business? \_\_\_\_\_

Briefly describe the community activities and organizations that the owner(s) have participated. Please also include any offices held.

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Please describe the business, its past performances and reliability as best you can. \_\_\_\_\_

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Business history. \_\_\_\_\_

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Briefly describe why this business should be named "Small Business of the Year?" \_\_\_\_\_

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Submitted by: \_\_\_\_\_ Your phone: \_\_\_\_\_

*(Self-nominations accepted)*

Please also submit a brief history of your business.

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