



26th Annual SBDC Advisory Council Small Business Awards

Nomination Procedures

The Lone Star College System Small Business Development Center's Advisory Council is soliciting nominations from the community for the 2012 Small Business of the Year Awards. These awards will recognize exceptional small businesses that make an impact in our community and on our economy.

This year eighteen small businesses will be selected, three from each of the six campus service areas that comprise the Lone Star College System. Six winners, one from each campus area, will be announced at the annual SBDC Advisory Council banquet in November.

Nominations may be made by individuals, businesses and organizations by submitting the attached form. Each nominee will receive a letter identifying the nominator with congratulations and instructions on how to proceed to the application phase. Before submitting a nomination (s), please review the information below.

A. WHO QUALIFIES as a NOMINEE?

1. **Must qualify as a small business as defined by the Small Business Administration (SBA).** Definition: *A small business is a company, organized for profit, with a location in the United States, and/or makes a significant contribution to the U.S. economy through payment of taxes, use of American products, and materials or labor. Size must be 500 employees or less.*
2. **Must have completed 3 successful & consecutive years in business;** (businesses will not be considered if bankruptcy has occurred in 3 year period).
3. **Franchises and Franchisors may be nominated** if all criteria in these guidelines are met.
4. **Branches/Divisions of larger corporations will not be considered** as a nominee. Each nominee must be defined as a small business within these guidelines.
5. **Nominee's business must be located in one of the Six Lone Star College System service areas: Kingwood, North Harris, Tomball, Montgomery, CyFair, University Park.**

B. JUDGING: Applications will be evaluated and rated in accordance with the following:

Business Information (40%), Community Activities (30%), References (15%), Closing Statement: (15%)

C. TO NOMINATE A BUSINESS (INSTRUCTIONS):

1. Nominations may be submitted via email, fax or postal service using the attached form "2012 Small Business Award Nomination."
2. Submission deadline is August 1. Submissions after this date will not be considered.
3. Send completed nomination form(s) as indicated by instructions on the form.

For complete information on the Small Business Awards:

www.Lonestar.Edu/SBDC



26th Annual LSCS SBDC Advisory Council Small Business Awards

Nomination Form

I nominate the following business:

Name of Owner _____

Company Name _____

Address _____

City, State _____ Zip Code _____

Business Telephone _____ Fax _____

Email _____

Your name so we can share it with the nominee (optional) _____

If you have any question regarding nomination procedures, please call 832.813.6674

Return forms by mail or fax to: SBDC Advisory Council

5000 Research Forest Drive

The Woodlands, TX 77381

Fax: 832.813.6208

Or reply to this e-mail at: SBDC@lonestar.edu

Submission instructions: www.SBDC.Lonestar.edu

Nomination Submissions due by August 1, 2012