



**MEDICINE HAT  
COLLEGE**

# **2014 Business Person of the Year Nomination Guidelines**

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## **I. Confidentiality**

All submissions received will be kept confidential by the Connecting Students to Business Dinner Selection Committee.

## **II. Eligibility and Selection Criteria**

The following criteria will be used to determine the eligibility of individuals nominated for the Business Person of the Year award:

1. **Medicine Hat & District Based** – the nominee must reside in the Medicine Hat and district area and the head office must be located in the Medicine Hat and district area including Cypress County and County of Newell.
2. **Business Person(s)** – the nominee can be any individual who owns and operates a business. Partners that own and operate a business may be nominated as a “team” as long as the number of individuals in the team does not exceed four.
3. **Leadership in Business** – the nominee must have significant, measurable contributions to his/her industry with a substantiated history as an established business.
4. **Integrity** – the nominee must have high ethical standards of behavior towards customers, suppliers, users, shareholders, employees and communities in which they do business.
5. **Active Community Member** – the nominee must positively influence the lives of others, such as mentoring, being a role model, supporting local programs, supporting local events & charities, sitting on boards etc.

## **III. Timing**

1. The committee will accept nominations year round. The deadline for submissions for the 2014 Business Person of the Year will be January 24, 2014.

2. Nomination packages received after January 24, 2014 will be considered for the next year (or for the next two years.)
3. The Connecting Students to Business Dinner selection committee which consists of the Dean of Business & Enterprise, Manager of the Entrepreneur Development Centre as well as the Community Relations Officer with College Advancement will select a winner for the Business Person of the Year award.
4. The Business Person of the Year award will be presented at the Connecting Students to Business Dinner on Thursday, April 3, 2014.

#### **IV. Information to be Submitted**

A valid nomination package will consist of the following information, please check to ensure that your information is complete:

- One completed nomination form
- Profile of candidate
- Profile of the business
- Supplementary Documentation that enhances the nomination package

#### **Submission & Deadline**

All submissions must be received prior to 4:00 pm on Friday, January 24, 2014.

Send completed submissions to:

Marcella Van Slyke, Administrative Assistant to the Dean

Division of Business & Enterprise

Medicine Hat College

299 College Drive SE

Medicine Hat, AB T1A 3Y6

Telephone: 403.529.3976

Fax: 403.504.3512

Email: [mvanslyke@mhc.ab.ca](mailto:mvanslyke@mhc.ab.ca)

**BUSINESS PERSON OF THE YEAR  
NOMINATION**

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**NOMINEE**

Name:

Business Name:

Are they the owner or operator of the company? Yes/No

Address:

Business Phone:

Home Phone:

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**NOMINATOR**

Name:

Address:

Business Phone:

Home Phone:

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**PLEASE PROVIDE THE FOLLOWING IN SUPPORT OF THIS NOMINATION:**

1. A biographical sketch of the nominee

2. A profile of the business

3. A summary in support of this nomination listing specific ways in which the nominee is deserving of the honour. Please, describe:

a) The nominee's contribution to his/her industry with a substantiated history as an established business.

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b) How the nominee demonstrates high ethical standards of behavior towards customers, suppliers, users, shareholders, employees and communities in which they do business.

c) How the nominee has influenced the lives of others, such as mentoring, being a role model, supporting local programs, sitting on boards, etc.

4. Other information which you think is relevant in support of this nomination.

The personal information collected on this form is protected under Alberta's Freedom of Information and Protection of Privacy Act (FOIP). This personal information will be used for the award selection process only and will not be disclosed for any other purposes.