

2010 Massachusetts Jeffrey Butland Family Owned Business of the Year

Massachusetts
District Office
10 Causeway St.
Suite 265 Boston,
MA 02222
617-565-5590
www.sba.gov/ma

Every year since 1963, the President has proclaimed National Small Business Week to recognize the contributions of small businesses to America's economy.

During Small Business Week, to be held May 24 thru May 28, 2010, the SBA will honor exceptional small business owners and advocates in Washington, D.C.

In Massachusetts, we will celebrate the achievements of our state award winners with an event next year.

Who Qualifies?

This award honors a family owned and operated business **which has been passed on from one generation to another**. The owner must also serve as a majority owner and operator or bear principal responsibility for operating a small business with at least a **15-year track record**.

A complete nomination package must contain all of the following:

1. A single cover page with —
 - the nominee's full name, title, business and home addresses with telephone and fax numbers, e-mail address and website.
 - the award for which the nomination is being made;
 - a one-paragraph description of the nominee's business
2. A digital photo of the nominee.
3. A nomination letter from the person or organization submitting the nomination.
4. A brief biography of the nominee.
5. Any other support documentation deemed significant by the nominator, including news clips, letters of recommendation, and other evidence of the appropriateness of the nomination. Support documentation must not exceed 10 pages. Videos will not be considered.
6. A completed *Award Nomination Consent Form* (SBA Form 2137).
7. A completed *Award Nomination Form* (SBA Form 3300).

Page 2, **Family-Owned Business Award Criteria**

In addition, the nomination package **must** address each of the following evaluation criteria with a narrative describing how the company meets or exceeds each of the elements.

8. Evidence of success as measured by sales and profits. (The nomination package must include profit-and-loss statements and balance sheets for the past three years.)

9. Increased employment opportunities for family members and non-family members for the nominee's business.

10. Demonstrated potential necessary for long-term business success and economic growth.

11. Voluntary efforts to strengthen family-owned businesses within the community.

Note: The judges will score the nomination packages in this category by carefully reviewing elements numbered 8 – 11.

Contact Elizabeth Moisuk at 617-565-5569, or e-mail her at elizabeth.moisuk@sba.gov with questions. All nominations must be postmarked or hand delivered no later than November 16, 2009.