



2011 SBA Small Business Award Nominations

Nominations are now being accepted for the 2011 West Virginia Small Business Person of the Year and outstanding small business owners and champions. The categories and a brief description of each are contained in the nomination form which follows.

There are two ways to submit nominations.

- (1) You can return a completed nomination form to Rick Haney at the SBA, 320 W. Pike Street, Suite 330, Clarksburg, WV 26301, email the form to richard.haney@sba.gov, or fax to 202-481-5158. If you choose this method, the form is due by Monday, November 8, 2010. We will then notify the individuals that they have been nominated and ask them to prepare a complete nomination package. If you select this method, as nominator you will be required to submit a nomination letter to include a concise statement of the qualities and performance that merit the award, not to exceed four pages.
- (2) Or you can prepare a nomination package for your nominee. Complete nomination packages are due by Monday, November 22, 2010. Please contact Rick Haney at 304-623-7449 for guidelines and criteria in the category you selected. You may also find the full 2011 SBW Nomination Package off the [2011 Small Business Week Nomination Information](#) page located off www.sba.gov/wv.

West Virginia
District Office
320 West Pike Street
Suite 330
Clarksburg, WV
26301
304-623-5631
www.sba.gov/wv

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, held May 18 thru May 20, 2011, the SBA will honor exceptional small business owners and champions in Washington D.C.

In West Virginia, we will celebrate the achievements of our state award winners with our annual Small Business Week Celebration in May of 2011.



2011 SBA SMALL BUSINESS AWARD NOMINATION FORM

Help us recognize outstanding small business leaders in the community.

These five awards are presented to individuals who own and operate their own business.

- Small Business Person***: The most prestigious of all SBA awards. This award will be presented to an entrepreneur for developing an outstanding, growing business; innovative product(s), increasing jobs, increasing sales, overcoming adversity, and community contributions. (*Financial criteria required)
- Small Business Exporter***: Awarded to a small business owner who has significantly increased export sales and profits, encouraging other firms to export, increased jobs through exporting, and innovative methods of creating markets. (*Financial criteria required)
- SBA Young Entrepreneur***: Candidate must not have reached the age of 30 by June 1, 2011 to be eligible. Evidence of three (3) year success in sales, profits, increased jobs, innovative products, demonstrated entrepreneurial potential. (*Financial criteria required)
- Jeffrey Butland Family-Owned Small Business***: Family owned and operated business which has been passed from one generation to another. Nominees 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. (*Financial criteria required)
- Entrepreneurial Success***: Individuals meeting the following two criteria may be nominated. Must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and must have received SBA assistance to help the business grow. (*Financial criteria required)

Small Business Champion Awards: These five awards are presented to individuals who promote small business, volunteer time and services to small business interest groups, advocate the cause of small business through legislation, or use their professional expertise to assist small business owners. Champions may or may not be small business owners.

- Financial Services Champion** - Assisting small business owners through advocacy efforts to increase the usefulness and availability of accounting or financial services for small businesses may be nominated.
- Home-based Business Champion** – Individual(s) who has experienced the rewards and difficulties of home-based businesses and has volunteered to improve the climate for these businesses may be nominated.
- Minority Small Business Champion** – Individual(s) who has fulfilled a commitment to support the advancement of small business opportunities for minority business owners may be nominated.
- Veteran Small Business Champion** – Individual(s) who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. armed forces may be nominated.
- Women in Business Champion** – Individual(s) who has fulfilled a commitment to the advancement of women’s business ownership may be nominated.

NOMINEE INFORMATION

Nominee _____ Title _____
Company/Organization _____
Address _____
City _____ Zip _____
Phone _____ Fax _____ Email _____
Nominee’s Qualifications for Award # (see below)

NOMINATOR’S INFORMATION

Nominator Name _____ Title _____
Organization _____
Address _____
City _____ Zip _____
Phone _____ Fax _____ Email _____

Please mail by November 8, 2010 to (or fax 202-481-5158): Small Business Awards Committee, U.S. Small Business Administration, West Virginia District Office, 320 W. Pike St., Suite 330, Clarksburg, WV 26301. For additional information, please call Rick Haney at 304-623-7449 or email richard.haney@sba.gov. Self-nominations will be accepted. This form may be duplicated. For further consideration, a nomination package with specific information will be requested. SBA will contact the nominee with details. Thank you for your support!
Financial criteria - P&L and balance sheet - required.