



# **SMALL BUSINESS WEEK AWARDS 2010**

## **NOMINATION CATEGORIES**

**SMALL BUSINESS PERSON OF THE YEAR**

**EXPORTER OF THE YEAR**

**YOUNG ENTREPRENEUR OF THE YEAR**

**JEFFREY BUTLAND FAMILY-OWNED BUSINESS  
OF THE YEAR**

**ENTREPRENEURIAL SUCCESS**

## **SMALL BUSINESS CHAMPION AWARDS**

**MINORITY SMALL BUSINESS CHAMPION OF THE YEAR**

**WOMEN IN BUSINESS CHAMPION OF THE YEAR**

**VETERAN SMALL BUSINESS CHAMPION OF THE YEAR**

**FINANCIAL SERVICES CHAMPION OF THE YEAR**

**HOME-BASED BUSINESS CHAMPION OF THE YEAR**

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To nominate a candidate and obtain more information about this program  
contact Sylvia Gutierrez at (714) 560-7454 or send an email to  
[sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov)

**District Nomination Deadline November 13, 2009**

## AWARD CATEGORIES

**SMALL BUSINESS PERSON OF THE YEAR:** A business owner who has developed an outstanding, growing business and has overcome adversity, designed innovative product(s), created jobs, increased sales and profits and contributed to the community.

**EXPORTER OF THE YEAR:** A business owner who has significantly increased export sales and has encouraged other firms to export, increased employment through exports, and used innovative methods to create markets abroad.

**YOUNG ENTREPRENEUR OF THE YEAR:** Nominee will not reach a 30th birthday by June 1, 2008; he/she owns a majority interest in a small business with a successful business track record for at least three years, and the business demonstrates growth potential.

**JEFFREY BUTLAND FAMILY-OWNED BUSINESS OF THE YEAR:** Family owned and operated business which has been passed on from one generation to another. Nominees must also serve as a majority owner and operator or bear principal responsibility for operating the small business with at least 15 year-track record.

**ENTREPRENEURIAL SUCCESS:** Individuals must own and operate businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

**SMALL BUSINESS CHAMPION AWARDS:** Champions are Advocates persons who use their professional expertise and talents in activities that promote small business. These pursuits include volunteering their time and services to small business interests, participating in small business groups and advocating the cause of small business in the legislative process.

***MINORITY SMALL BUSINESS CHAMPION OF THE YEAR:*** Nominees must have worked to improve conditions in the minority business community.

***WOMEN IN BUSINESS CHAMPION OF THE YEAR:*** Candidates must have worked to improve financial and business opportunities for women business owners as a group.

***VETERAN SMALL BUSINESS CHAMPION OF THE YEAR:*** Nominees must have worked to increase business opportunities for veterans to own and prosper in small businesses.

***FINANCIAL SERVICES CHAMPION OF THE YEAR:*** Candidates will have assisted small businesses by increasing the usefulness and availability of accounting or financial services.

***SMALL BUSINESS JOURNALIST OF THE YEAR:*** Nominees must have made concerted efforts within the news media to increase the public's understanding of the importance of small business to the nation's economy. **Eliminated for 2010.**

***HOME-BASED BUSINESS CHAMPION OF THE YEAR:*** Nominees must have owned or currently own a home-based business and will have volunteered to improve the climate for these businesses.

To nominate a candidate and for further information on this program please contact Sylvia Gutierrez at (714) 560-7454 or send e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**District Nomination Deadline is November 13, 2009**

# SMALL BUSINESS PERSON OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

**Small Business Person:** Individuals who own and operate or bear principal responsibility for operating a small business are eligible. Partners who jointly own and operate a business may be nominated as a "team," so long as the number of individuals in a single nomination does not exceed four. **SBA's size standards apply in defining a business as small.**

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Give a one-paragraph description of the nominee's business and provide a concise statement clearly describing why the nominated individual deserves recognition as the Small Business Person of the Year.**

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR SMALL BUSINESS PERSON OF THE YEAR

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

1. A single cover page (use form provided).
2. A completed background form (SBA Form 3300, Award Nomination Form).
3. An original photo of the nominee (8"x 10" or 5" x 7"); or a digital photo – at least 300 dpi; photocopies are not acceptable.
4. A nomination letter (not to exceed two pages).
5. A biography of the nominee (not to exceed one page).
6. A business profile (not to exceed one page).
7. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
8. A financial statement of the business for the past three years (not to exceed twelve pages).
9. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
10. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Small Business Person Award Criteria:** Please explain briefly how the nominee has performed as an outstanding small business owner, not to exceed **two** pages.

- Staying Power - a substantiated history as an established business.
- Growth in Number of Employees - a benchmark to judge the impact of the business on the job market.
- Increase in Sales and/or Unit Volume - an indication of continued growth.
- Innovativeness of product or service offered - illustrations of the creativity and imagination of the nominee.
- Response to Adversity - examples of problems faced in the nominee's business and the methods used to solve them.
- Evidence of Contributions by Nominee to Aid Community-Oriented Projects -- through the use of his/her personal time and other resources.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send email to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# EXPORTER OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

**Small Business Exporter:** Individuals who own and operate a small business engaged in exporting. **SBA's size standards apply in defining a business as small.**

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Please give a concise statement describing the nominee's business and why the nominated individual deserves recognition as the Small Business Exporter of the Year.

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR SMALL BUSINESS EXPORTER OF THE YEAR

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

11. A single cover page (use form provided).
12. A completed background form (SBA Form 3300, Award Nomination Form)
13. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi; and 4-5 photos more of company and employees at work.
14. A nomination letter (not to exceed two pages).
15. A biography of the nominee (not to exceed one page).
16. A business profile (not to exceed one page).
17. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
18. A financial statement of the business for the past three years (not to exceed twelve pages).
19. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
20. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Exporter Award Criteria:** Please explain briefly how the nominee has performed as an outstanding small business, not to exceed **two** pages.

- Increased sales, profits and/or growth of employment because of exporting.
- Creative overseas marketing strategies – include a description of the products and markets.
- Effective solutions to export-related problems.
- Description of the products exported and markets served.
- Demonstrated encouragement of other small businesses to export.
- Cooperation with other firms in the creation of export trading companies, and/or introduction of unique trading relationships, products or services.

For further information on this award, contact Sylvia Gutierrez at (714) 560-7454 or send an e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# YOUNG ENTREPRENEUR OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

**Young Entrepreneur:** Individuals who serve as majority owner and operate or bear principal responsibility for operating a small business with a three-year track record, and who will not yet have attained the age of 30 by June 1, 2007, may be nominated. **SBA's size standards apply in defining a business as small.**

**Nominee's Name:** \_\_\_\_\_  
**Title / Occupation:** \_\_\_\_\_  
**Name of Business:** \_\_\_\_\_  
**Business Address:** \_\_\_\_\_  
**Home Address:** \_\_\_\_\_  
**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_  
**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_  
**Title:** \_\_\_\_\_  
**Name of Business or Organization:** \_\_\_\_\_  
**Address:** \_\_\_\_\_  
**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Please give a concise statement clearly describing the nominee's business and why the nominated individual deserves recognition as the Young Entrepreneur of the Year:

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR YOUNG ENTREPRENEUR OF THE YEAR

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

21. A single cover page (use form provided).
22. A completed background form (SBA Form 3300, Award Nomination Form).
23. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
24. A nomination letter (not to exceed two pages).
25. A biography of the nominee (not to exceed one page).
26. A business profile (not to exceed one page).
27. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
28. A financial statement of the business for the past three years (not to exceed twelve pages).
29. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
30. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Young Entrepreneur Award Criteria:** Please explain briefly how the nominee has performed as an outstanding small business, not to exceed **two** pages.

- Evidence of success as measured by sales and profits.
- Increased employment opportunities created by nominee's business.
- Development and/or utilization of innovative or creative business methods.
- Demonstrated entrepreneurial potential necessary for long-term business success and economic growth.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send an e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# FAMILY-OWNED BUSINESS OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

**Family-Owned Small Business:** Family owned and operated business which has been passed on 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. **SBA's size standards apply in defining a business as small.**

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Please give a concise statement describing the nominee's business and why the nominated individual deserves recognition as Family-Owned Small Business.

**DISTRICT NOMINATIONS DUE NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR FAMILY-OWNED SMALL BUSINESS

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

31. A single cover page (use form provided).
32. A completed background form (SBA Form 3300, Award Nomination Form)
33. An original black and white photo of the nominee (8" x 10" or 5" x 7"); or a digital photo at least 300 dpi.
34. A nomination letter (not to exceed two pages).
35. A biography of the nominee (not to exceed one page).
36. A business profile (not to exceed one page).
37. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
38. A financial statement of the business for the past three years (not to exceed twelve pages).
39. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
40. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Family-Owned Small Business Award Criteria:** Please explain briefly how the nominee has performed as an outstanding small business, not to exceed **two** pages.

- Evidence of success measured by increased sales and profits.
- Increased employment opportunities for family member and non-family members for the nominee's business.
- Demonstrated potential necessary for continuing long-term business success and economic growth.
- Voluntary efforts to strengthen family owned businesses within the community.

For further information on this award, contact Sylvia Gutierrez at (714) 560-7454 or send email to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

District Nominations Due November 13, 2009

# ENTREPRENEURIAL SUCCESS AWARD

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

**Entrepreneurial Success Award:** Individuals must own and operate small businesses initially launched as small businesses according to SBA size standards and subsequently developed into large businesses; and they must have received SBA assistance to help the businesses grow.

**Who may submit nominations:** Any individual or organization dedicated to the support of the small business community, including but not limited to, trade and professional associations and businesses organizations, may submit nominations.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **E-mail:** \_\_\_\_\_

**Give a one-paragraph description of the nominee's business and provide a concise statement clearly describing why the nominated individual deserves recognition as the Entrepreneurial Success Award.**

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR ENTREPRENEURIAL SUCCESS AWARD

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

41. A single cover page (use form provided).
42. A completed background form (SBA Form 3300, Award Nomination Form).
43. An original photo of the nominee (8"x 10" or 5" x 7"); or a digital photo – at least 300 dpi; photocopies are not acceptable.
44. Four to five additional photos of the nominee's company & employees at work.
45. A nomination letter, to include a concise statement of the qualities and performance that merit the award, not exceeding four pages.
46. A biography of the nominee, not to exceed one page.
47. A business profile, not to exceed one page.
48. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
49. A financial statement of the business for the past three years (not to exceed twelve pages).
50. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
51. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Small Business Person Award Criteria:** Please explain briefly how the nominee has performed as an outstanding small business owner, not to exceed **two** pages.

1. Staying Power - a substantiated history as an established business.
2. Growth in Number of Employees - a benchmark to judge the impact of the business on the job market.
3. Increase in Sales and/or Unit Volume - an indication of continued growth.
4. Current and past financial performance – financial reports.
5. SBA Assistance – documentation of the type(s) and amount (s) of assistance received by the business and the year(s) in which they were received.
6. Innovativeness of product or service offered - illustrations of the creativity and imagination of the nominee.
7. Response to Adversity - examples of problems faced in the nominee's business and the methods used to solve them.
8. Contributions by Nominee to Aid Community-Oriented Projects -- through the use of his/her personal time and other resources.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send email to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**

U.S. Small Business Administration, Attn: Small Business Awards Committee, 200 W. Santa Ana Blvd., Suite 700, Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# MINORITY SMALL BUSINESS CHAMPION OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

The **Minority Small Business Advocate** is an individual who has fulfilled a commitment to support minority entrepreneurship. Nominees may or may not be small business owners.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Give a brief description of the nominee's business or profession/occupation and a concise statement clearly describing why the nominated individual deserves recognition as the Minority Small Business Advocate:

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## **SELECTION CRITERIA FOR MINORITY SMALL BUSINESS ADVOCATE OF THE YEAR**

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

52. A single cover page (use form provided).
53. A completed background form (SBA Form 3300, Award Nomination Form)
54. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
55. A nomination letter (not to exceed two pages).
56. A biography of the nominee (not to exceed one page).
57. A business profile (not to exceed one page).
58. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
59. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
60. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Minority Advocate Award Criteria:** Please explain briefly how the nominee has performed as an advocate for small business, not to exceed **two** pages.

- Voluntary efforts beyond business / professional responsibilities to advance minority small business interests within the community, state and/or nation.
- Demonstrated efforts to improve conditions in the minority small business community as a whole, not solely for individual personal advancement.
- Voluntary provision of professional services to the minority small business community in legal, legislative, managerial, or financial capacities.
- Demonstrated accomplishments in advising minority small business groups of opportunities within the overall business community.
- Other accomplishments demonstrating the nominee's merit as an effective advocate for minority small business interests.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send an e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

### **Send Nominations to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

# WOMEN IN BUSINESS CHAMPION OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

The **Women in Business Advocate** is an individual who has fulfilled a commitment to the advancement of women's business ownership. Nominees may or may not be small business owners.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Give a brief description of the nominee's business or profession/occupation and a concise statement clearly describing why the nominated individual deserves recognition as the Women in Business Advocate:

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# SELECTION CRITERIA FOR WOMEN IN BUSINESS CHAMPION OF THE YEAR

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

61. A single cover page (use form provided).
62. A completed background form (SBA Form 3300, Award Nomination Form).
63. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
64. A nomination letter (not to exceed two pages).
65. A biography of the nominee (not to exceed one page).
66. A business profile (not to exceed one page).
67. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
68. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
69. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Women In Business Award Criteria:** Please explain briefly how the nominee has performed as an advocate for small business, not to exceed **two** pages.

- Active support for legislative or regulatory action designed to help small businesses.
- Efforts to increase business and financial opportunities for women.
- Legal, financial or managerial assistance provided to enhance women's business ownership.
- Voluntary efforts to strengthen the role of women business owners within the community.
- Advocacy of the women-owned business community as a whole, not solely for individual personal advancement.
- Other accomplishments demonstrating the nominee's effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send an e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nomination Packages to:**

U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# VETERAN SMALL BUSINESS CHAMPION OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

A **Veteran Small Business Advocate** is an individual who has fulfilled a commitment to advancing small business opportunities for veterans of the U.S. armed forces. Nominees may or may not be veterans themselves.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Give a brief description of the nominee's business or profession/occupation and a concise statement clearly describing why the nominated individual deserves recognition as the Veteran Small Business Advocate:**

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

**SELECTION CRITERIA FOR  
VETERAN SMALL BUSINESS CHAMPION OF THE YEAR**

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

70. A single cover page (use form provided).
71. A completed background form (SBA Form 3300, Award Nomination Form).
72. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
73. A nomination letter (not to exceed two pages).
74. A biography of the nominee (not to exceed one page).
75. A business profile (not to exceed one page).
76. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
77. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
78. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Veteran Small Business Advocate Award Criteria:** Please explain briefly how the nominee has performed as an advocate for small business, not to exceed **two** pages.

- Active support for legislative or regulatory action designed to help small businesses.
- Evidence of increased business opportunities for veterans as a result of nominee's actions.
- Advisory activities to improve awareness among veterans' groups of small business opportunities.
- Advocacy of special consideration for veterans in government small business policy-making.
- Demonstrated accomplishment in obtaining support within the community for the establishment of veteran-owned small businesses.
- Other accomplishments demonstrating the nominee's effective advocacy of veteran-owned small businesses.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send an e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

**Send Nominations to:**  
U.S. Small Business Administration  
Attn: Small Business Awards Committee  
200 W. Santa Ana Blvd., Suite 700  
Santa Ana CA 92701

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

# FINANCIAL SERVICES CHAMPION OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

A **Financial Services Advocate** is an individual who has assisted small businesses by increasing the usefulness and availability of accounting or financial services. Nominees may or may not be small business owners.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Please give a concise statement clearly describing the nominee's current position and why the nominated individual deserves recognition as the Financial Services Advocate:**

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## SELECTION CRITERIA FOR FINANCIAL SERVICES CHAMPION OF THE YEAR

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

79. A single cover page (use form provided).
80. A completed background form (SBA Form 3300, Award Nomination Form).
81. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
82. A nomination letter (not to exceed two pages).
83. A biography of the nominee (not to exceed one page).
84. A business profile (not to exceed one page).
85. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
86. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
87. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Financial Services Advocate Award Criteria:** Please explain briefly how the nominee has performed as an advocate for small business, not to exceed **two** pages.

1. The amount and quality of assistance given small businesses in obtaining financing, outside of regular business duties.
2. Advocacy of changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Other significant contributions made through the financial services or accounting industries to advance small business interests.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

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# HOME-BASED BUSINESS CHAMPION OF THE YEAR

## U.S. SMALL BUSINESS ADMINISTRATION NOMINATION FORM SANTA ANA DISTRICT OFFICE

The **Home-Based Business Advocate** is an individual who has experienced the rewards and difficulties of home-based business ownership and has dedicated volunteer efforts to improve the climate for these businesses.

**Nominee's Name:** \_\_\_\_\_

**Title / Occupation:** \_\_\_\_\_

**Name of Business:** \_\_\_\_\_

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

**Home Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

**Home Phone:** \_\_\_\_\_ **Email:** \_\_\_\_\_

**Nominator's Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Name of Business or Organization:** \_\_\_\_\_

**Address:** \_\_\_\_\_

**Business Phone:** \_\_\_\_\_ **Fax:** \_\_\_\_\_

Give a brief description of the nominee's business or profession/occupation and a concise statement clearly describing why the nominated individual deserves recognition as the Home-Based Business Advocate:

**DISTRICT NOMINATIONS MUST BE RECEIVED BY NOVEMBER 13, 2009**

## **SELECTION CRITERIA FOR HOME-BASED BUSINESS ADVOCATE OF THE YEAR**

Nominations must be typewritten only on one side of 8.5" x 11" white stationery, collated and secured in a 1.5" binder. Incomplete nomination packages will not be considered. A complete nomination package will include, in the following order:

88. A single cover page (use form provided).
89. A completed background form (SBA Form 3300, Award Nomination Form)
90. An original photo of the nominee (8" x 10" or 5" x 7"); or a digital photo – at least 300 dpi.
91. A nomination letter (not to exceed two pages).
92. A biography of the nominee (not to exceed one page).
93. A business profile (not to exceed one page).
94. A statement of the qualities and performance that merit the award (not to exceed two pages). **\*\* See below for specific award criteria to be addressed**
95. A financial statement of the business for the past three years (not to exceed twelve pages).
96. Any other support documentation including copies of newspaper articles, awards or other documentation may be attached to further illustrate the nominee's accomplishments (not to exceed ten pages). Videos will not be considered.
97. A completed Consent for Disclosure of Information (SBA Form 2137).

**\*\* Home-Based Business Award Criteria:** Please explain briefly how the nominee has performed as an advocate for small business, not to exceed **two** pages.

- Volunteering time and energy to improve the conditions for home-based businesses.
- Engaging in entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
- Demonstrated interest in home-based business as an owner or former owner.
- Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.

For further information on this award, contact Sylvia Gutierrez at (714) 560 - 7454 or send e-mail to [sylvia.gutierrez@sba.gov](mailto:sylvia.gutierrez@sba.gov).

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