

2012 OKLAHOMA SMALL BUSINESS AWARDS

Who will be the next Oklahoma Small Business Person of the Year?



2007 Winner
Colleen Payne-
Nabors



2008 Winner
Marilyn Ihloff



2009 National
Winner
Jeanna
Sellmeyer



2010 Winner
Phil Gordon
Busey, Sr



2011 Winner
Gerald Williams

U.S. SMALL BUSINESS ADMINISTRATION AWARDS PROGRAM



President
Barak Obama



SBA Administrator
Karen Mills



SBA Region VI
Administrator
Yolanda Garcia
Olivarez



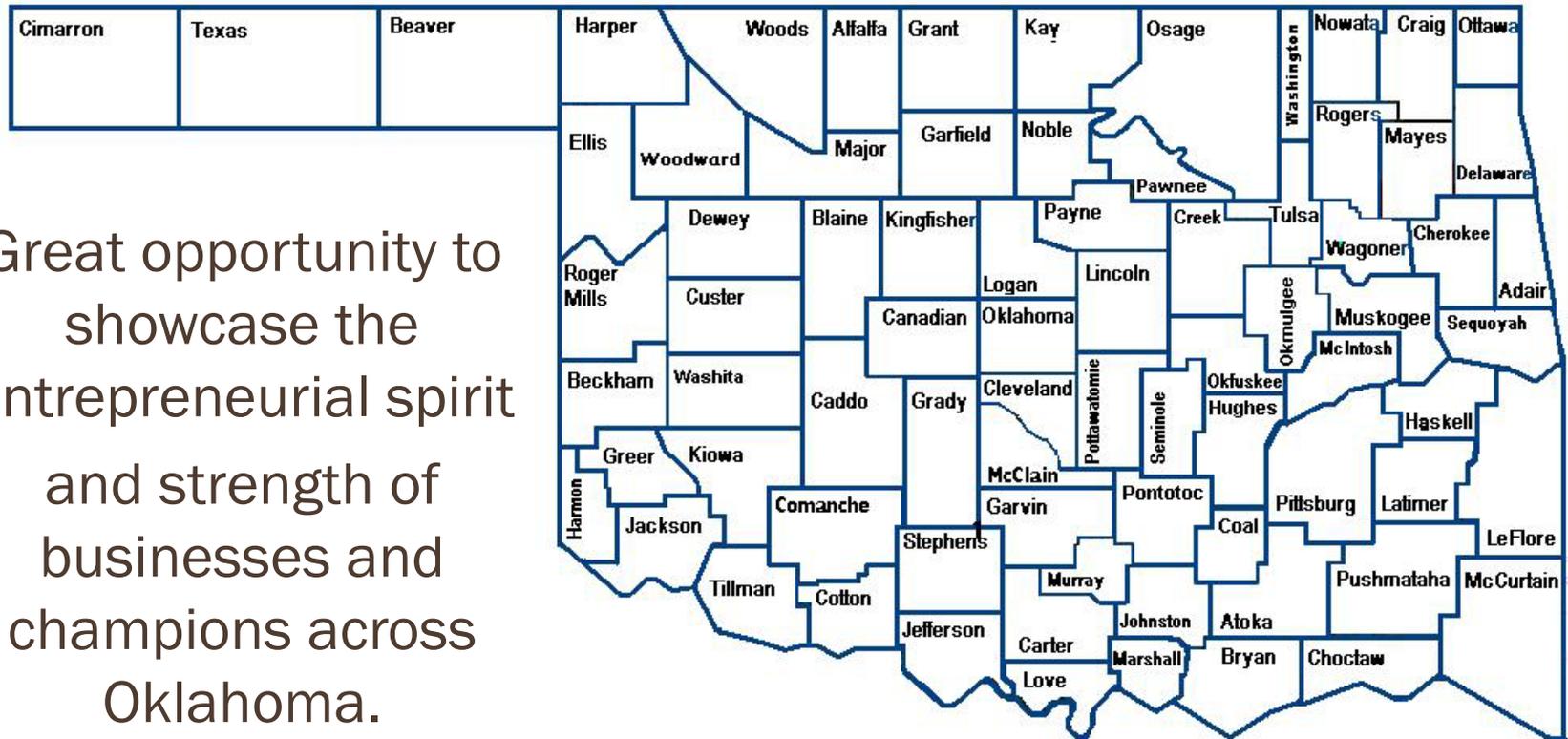
SBA Oklahoma
District Director
Dottie Overall

Every year since 1963, the President of the United States has issued a proclamation announcing National Small Business Week, which recognizes the critical contributions of America's entrepreneurs and small business owners.

As part of National Small Business Week, the U.S. Small Business Administration takes the opportunity to highlight the impact of outstanding entrepreneurs, small business owners, and others from all 50 states and U.S. territories. Every day, they're working to grow small businesses, create 21st century jobs, drive innovation, and increase America's global competitiveness.

U.S. SMALL BUSINESS ADMINISTRATION AWARDS PROGRAM - STATE

Great opportunity to showcase the entrepreneurial spirit and strength of businesses and champions across Oklahoma.



U.S. SMALL BUSINESS ADMINISTRATION AWARDS PROGRAM - REGIONAL

Oklahoma's Regional Winners:

2010 Region VI – SBDC of the Year

University of Central Oklahoma SBDC, OKC

2009 Exporter of the Year

Robert R. Austin, President
Helicomb International, Inc., Tulsa

2009 Financial Services Champion of the Year

Doug Misak, Business Coordinator/ Director
Southwestern Oklahoma State University SBDC, Weatherford

2009 Minority Small Business Champion of the Year

Michael O. Lyles, Founder and CEO/President
Leader Communications, Inc., OKC

2009 Region VI – SBDC of the Year

The Southwestern Oklahoma State University SBDC, Offices in
Lawton and Weatherford

2008 Region VI – SBDC of the Year

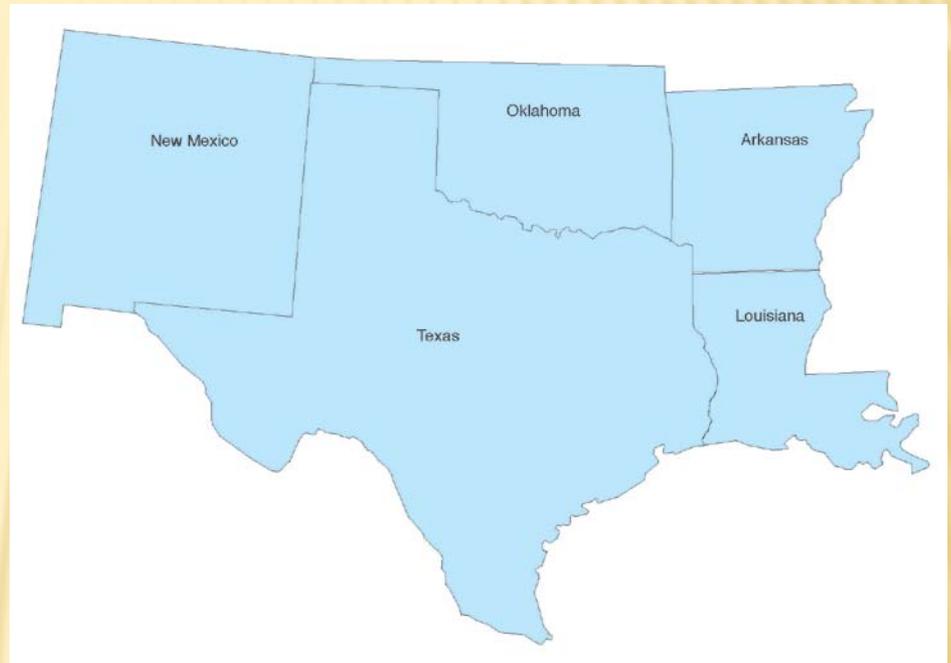
University of Central Oklahoma SBDC, OKC

2007 Women in Business Champion of the Year

Patricia E. Beck, self-employment training coordinator
Great Plains Technology Center, Lawton

2007 Small Business Journalist of the Year

Risha Grant, publisher editor-in-chief,
Xposure Business Magazine, Tulsa



1. Arkansas
2. Dallas
3. El Paso
4. Houston
5. Louisiana
6. LRGV
7. Lubbock
8. New Mexico
9. Oklahoma
10. San Antonio

U.S. SMALL BUSINESS ADMINISTRATION AWARDS PROGRAM - NATIONAL

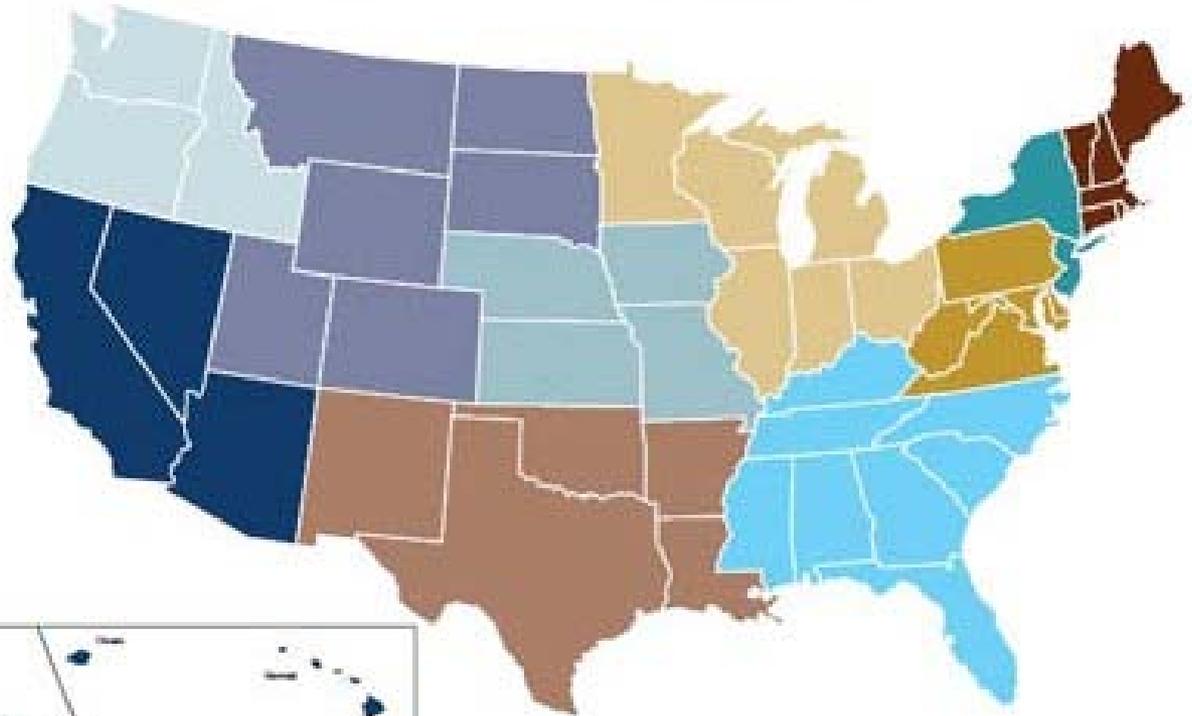
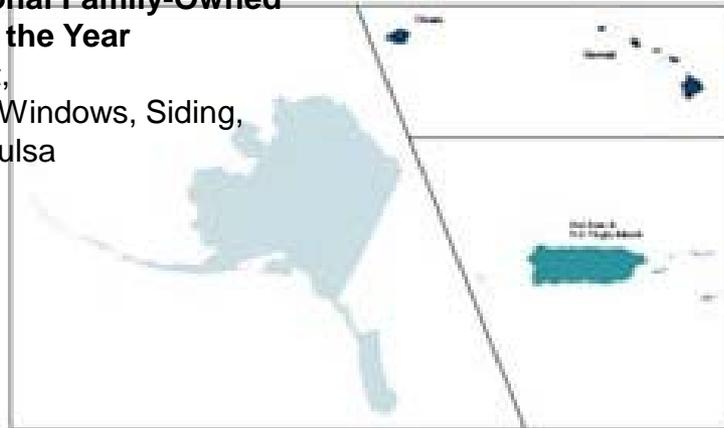
Oklahoma's National Winners:

2010-- National Home-based Business Champion
Pat Beck, Lawton

2009-- National Small Business Person of the Year
Jeanna Sellmeyer CEO of ASSET GROUP, OKC

2009-- National SBDC Center of Excellence Award
Weatherford's Small Business Development Center was named the top SBDC in the country

2006 -- National Family-Owned Business of the Year
Scott Burnett,
Burnett, Inc. Windows, Siding, Sunrooms, Tulsa



SBA Regions

Your Small Business Resource



Helping Your Business Start, Grow and Succeed

SBA.GOV

U.S. Small Business Administration

SBA AWARD CATEGORIES

There are 10 Award Categories:

1. Oklahoma Small Business Person of the Year
2. Small Business Exporter of the Year
3. SBA Young Entrepreneur of the Year
4. Jeffrey Butland Family-Owned Business of the Year
5. Entrepreneurial Success Award
6. Financial Services Champion of the Year
7. Home-Based Business Champion of the Year
8. Minority Small Business Champion of the Year
9. Veteran Small Business Champion of the Year
10. Women in Business Champion of the Year



WHO MAY SUBMIT NOMINATIONS?

Any individual

Organization

Trade and professional associations

Business organizations

Chambers of Commerce

**Individuals may not be nominated for more than one
award category.**



HOW WILL WINNERS BE SELECTED?

Winners will be selected by a panel of about 7 judges which can include representatives from SCORE Counselors to America's Small Businesses, the network of Oklahoma Small Business Development Centers, Chambers, Lenders and members of business organizations.

All judges are required to sign a

- ✘ **Conflict of Interest Statement**
- ✘ **Confidentiality and Non Disclosure Statement**

HOW WILL WINNERS BE SELECTED?

JUDGE'S NAME _____ NOMINEE'S NAME _____

Rate nominee on a scale of 1 to 5 (with 5 being excellent).

Small Business Person of the Year

Any individual who owns and operates or bears principal responsibility for operating a small business may be nominated. Partners who jointly own and operate a small business may be nominated as a "team", so long as the number of individuals in the team nomination does not exceed four.

Nominations will be evaluated according to the following criteria:

RATING

- _____ **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 over the last three years.
- _____ **Current and past financial performance** (profit-and-loss statements, reflecting sustained upward growth.
- _____ **Innovativeness of product or service offered:** an illustration 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.
- _____ **Contributions to aid community-oriented projects:** evidence of the use of his/her personal time and resources.

GRAND TOTAL

JUDGE'S NAME _____ NOMINEE'S NAME _____

Rate nominee on a scale of 1 to 5, with 5 being excellent.

Women in Business Champion of the Year

Individuals who have fulfilled a commitment to the advancement of women's business ownership may be nominated. Nominees may or may not be small business owners.

Nominations will be evaluated on the following criteria:

RATING

- _____ 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 effectiveness in improving the environment for the creation and expansion of businesses owned and operated by women.

GRAND TOTAL

OKLAHOMA SMALL BUSINESS PERSON OF THE YEAR

Small Business Person of the Year:

Staying power

Growth in number of employees

Increase in sales and/or unit volume

Current and past financial performance

Innovativeness of product or service offered

Response to adversity

Contributions to community-oriented projects



SMALL BUSINESS EXPORTER OF THE YEAR

Small Business Exporter of the Year: Any individual who owns and operates a small business engaged in exporting may be nominated. Significantly increased export sales and profits, encouraging other firms to export, increased jobs through exports, and innovative methods of creating markets.

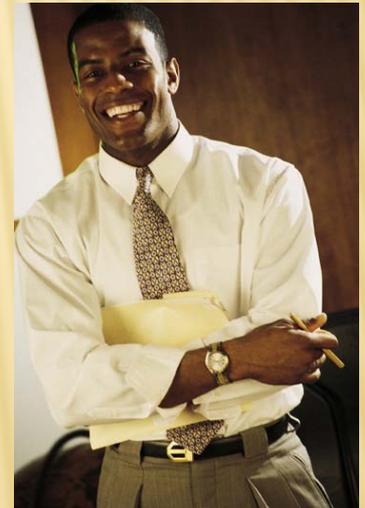


1. Increased sales, profits and/or growth of employment because of exporting.
2. Creative overseas marketing strategies.
3. Effective solutions to export-related problems.
4. Demonstrated encouragement of other small businesses to export.
5. Volunteer assistance to other small businesses entering the export market.
6. Cooperation with other businesses in the creation of export trading companies and/or introduction of unique trading relationships, products or services.

SBA YOUNG ENTREPRENEUR OF THE YEAR

SBA Young Entrepreneur of the Year: Owner will not reach 30th birthday by June 1, 2012, three-year evidence of success in sales and profits, increased jobs, innovative products, demonstrated potential.

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



FAMILY-OWNED BUSINESS OF THE YEAR

Jeffrey Butland Family-Owned Business of the Year: This award honors a family owned and operated small business which has been passed on from one generation to another and must have at least a 15- year track record.

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



FINANCIAL SERVICES CHAMPION OF THE YEAR

Financial Services Champion of the Year: Any individual who assists small businesses through advocacy efforts to increase the usefulness and availability of accounting or financial services for small business. Nominees may or may not be small business owners.

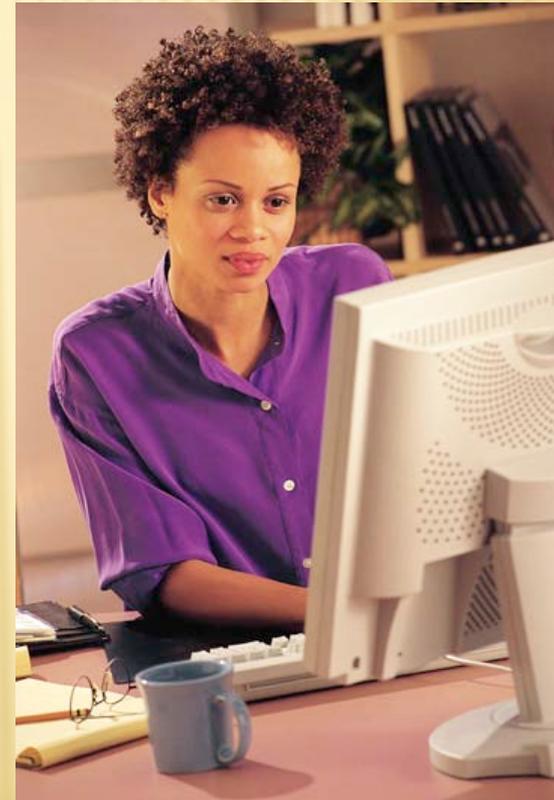


1. Outside of regular business duties, the amount and quality of assistance given small businesses to obtain financing.
2. Advocacy for changes in the financial services industry to assist small companies.
3. Encouragement of the flow of investment capital to small ventures.
4. Active support for legislative or regulatory action designed to help small firms.
5. Measurable accomplishments through the advocacy efforts of the financial services or accounting industries to advance small business interests.

HOME-BASED BUSINESS CHAMPION OF THE YEAR

Home-Based Business Champion of the Year: Any individual who has experienced the rewards and difficulties of owning a home-based business and has volunteered to improve the climate for these business. Nominees may or may not be current small business owners.

1. Volunteer efforts to improve the conditions for home-based businesses.
2. Entrepreneurial training, policy development efforts, or financial or business planning specifically tailored for home-based businesses.
3. Demonstrated interest in home-based businesses by an owner or former owner.
4. Measurable accomplishments in advancing home-based businesses, such as adoption of public policy or expansion of a program.



MINORITY SMALL BUSINESS CHAMPION OF THE YEAR



Minority Small Business Champion of the Year: Any individual who has fulfilled a commitment to the advancement of small business opportunities for minority business owners. Nominees may or may not be small business owners.

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

VETERAN SMALL BUSINESS CHAMPION OF THE YEAR

Veteran Small Business Champion of the Year: Any individual who has fulfilled a commitment to the advancement of small business opportunities for veterans of the U.S. Armed Forces. Nominees may or may not be veterans.

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



WOMEN IN BUSINESS CHAMPION OF THE YEAR

Women in Business Champion of the Year: Any individual who has fulfilled a commitment to the advancement of women's business ownership. Nominees may or may not be small business owners.



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

ENTREPRENEURIAL SUCCESS AWARD

Entrepreneurial Success Award: 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.

1. Staying power
2. Growth in number of employees
3. Increase in sales and/or unit volume — an indication of continued growth over the last three years.
4. Current and past financial performance
5. SBA Assistance
6. Innovativeness of product or service
7. Response to adversity
8. Contributions to community-oriented projects





NOMINATION PACKAGE PAGE 1

[Name of Award for which the nomination is being made]

[Nominee's full name, title]

[Nominee's business address]

[Nominee's home address]

[Nominee's business telephone #]

[Nominee's home telephone #]

[Nominee's business fax #]

[Nominator's full name, title]

[Nominator's business address]

[Nominator's business telephone #]

[One-paragraph description of Nominee's business. NOTE: For Champion awards, submit only one-paragraph description of profession or occupation.]

NOMINATION PACKAGE PAGE 2

Completed, signed, and dated SBA Form 3300. Team nominations require a completed SBA Form 3300 for each team member. A completed background form (SBA Form 3300, Award Nomination Form). For “team” nominations for Small Business Person of the Year, a background form is required for each team member.

OMB Control Number 3245 - 0360
Expiration Date: 3/31/2014

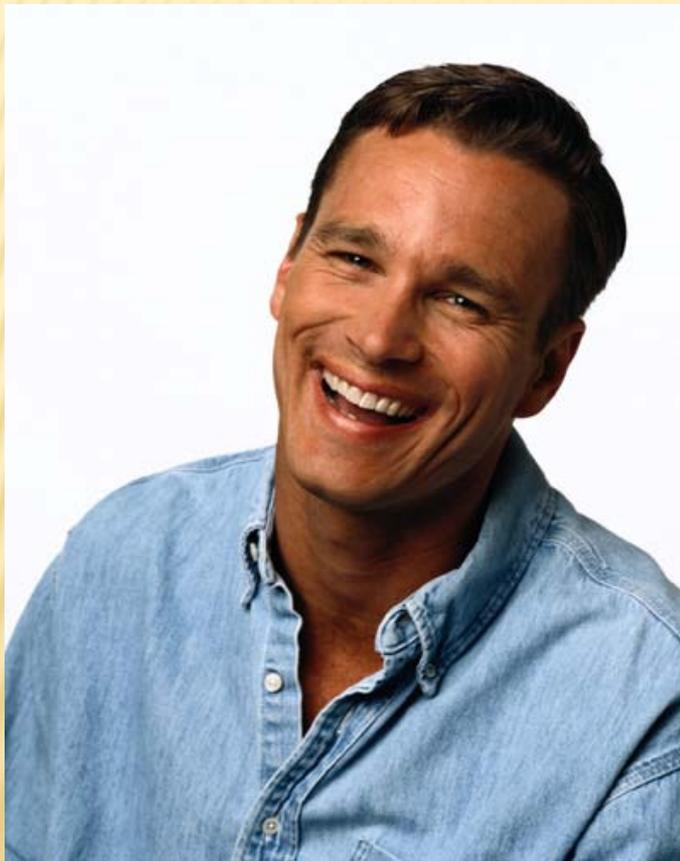
 United States of America SMALL BUSINESS ADMINISTRATION Award Nomination Form		Please Read Carefully - Print or Type This form must be completed by: (1) Each individual nominated for an award (2) All Members of teams nominated for an award (3) The official representative of a small business nominated for an award The completed form must be submitted with the nomination package as noted in the award guidelines. Answer each question as fully as possible; if it is not applicable, state N/A. Use additional sheets if necessary.	
1. State name in full, if no middle name, state (NVN), or if initial only, indicate initial. List all former names used, and delete each name you used. Use separate sheet if necessary. First Middle Last		List all forms of SBA funded assistance received (e.g., SBDC, SCORE, WBC, guaranteed loan, contract, etc.) and the city and state where assistance was received.	
2. Name and Address of small business company Firm Name : Street : City, State and Zip Code : Business Telephone No. (include A/C) : Cell No. (include A/C) : Fax No. (include A/C) : E-Mail Address : Job Title :		Amount and date of financial assistance received or applied for (if applicable) File No. (if known)	5. Give the percentage of ownership or stock owned in the small business
3. Present residence address: From: To: Address: 9. Congressional District:		6. Date of Birth (Month, Day, and Year) 7. Place of Birth (City & State or Foreign Country) 8. U.S. Citizen? <input type="checkbox"/> YES <input type="checkbox"/> NO If No, are you a Lawful Permanent resident alien: <input type="checkbox"/> YES <input type="checkbox"/> NO If non-U.S. citizen provide alien registration no.: _____	
IT IS IMPORTANT THAT THE NEXT THREE QUESTIONS BE ANSWERED COMPLETELY. AN ARREST OR CONVICTION RECORD WILL NOT NECESSARILY DISQUALIFY YOU; HOWEVER, AN UNTRUE ANSWER WILL CAUSE YOUR NOMINATION TO BE DENIED. IF YOU ANSWER "YES" TO 10, 11, OR 12, FURNISH DETAILS ON A SEPARATE SHEET. INCLUDE DATES, LOCATION, FINES, SENTENCES, WHETHER MISDEMEANOR OR FELONY, DATES OF PAROLE/PROBATION, UNPAID FINES OR PENALTIES, NAME(S) UNDER WHICH CHARGED, AND ANY OTHER PERTINENT INFORMATION.			
10. Are you presently under indictment, on parole or probation? <input type="checkbox"/> YES <input type="checkbox"/> NO (If yes, indicate date parole or probation is to expire).			

11. Have you ever been charged with and/or arrested for any criminal offense other than a minor motor vehicle violation? Include offenses which have been dismissed, discharged, or not prosecuted. (All arrests and charges must be disclosed and explained on an attached sheet). <input type="checkbox"/> YES <input type="checkbox"/> NO		
12. Have you ever been convicted, placed on pretrial diversion, or placed on any form of probation, including adjudication withheld pending probation, for any criminal offense other than a minor vehicle violation? <input type="checkbox"/> YES <input type="checkbox"/> NO		
13. I authorize the Small Business Administration Office of Inspector General to request criminal record information about me from criminal justice agencies for the purpose of determining my eligibility for a small business recognition award and to participate in the related activities, including programs authorized by sections 4(h) and 6(b)(1)(A)(iv) of the Small Business Act, 15 U.S.C. 633(h) and 637(b)(1)(A)(iv).		
CAUTION: Knowingly making a false statement on this form is a violation of Federal law and could result in criminal prosecution, significant civil penalties, and a denial of program participation or other benefits awarded by the agency. A false statement is punishable under 18 USC 1001 by imprisonment of not more than five years and/or a fine of not more than \$10,000; under 15 USC 645 by imprisonment of not more than two years and/or a fine of not more than \$5,000; and, if submitted to a Federally insured institution, under 18 USC 1014 by imprisonment of not more than thirty years and/or a fine of not more than \$1,000,000.		
Signature	Title	Date

SBA Form 3300 (2-11)

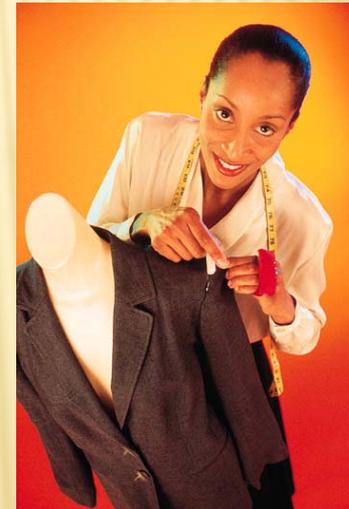
NOMINATION PACKAGE PAGE 3

Original photographs of Nominee, color or black and white, or a digital photo...300 dpi.
Photocopies are not acceptable.



NOMINATION PACKAGE PAGE 4

Four to five additional photos of the nominee's company and employees at work.





NOMINATION PACKAGE PAGE 5

A nomination letter,
to include a concise statement of the qualities and performance
that merit the award, not to exceed four pages



NOMINATION PACKAGE PAGE 6

A brief biography of the nominee, no more than one page.



NOMINATION PACKAGE PAGE 7

A business profile, no more than one page



NOMINATION PACKAGE PAGE 8

The nominee's financial statement — including balance sheets, profit- and-loss statements and financial reports — not exceeding 12 pages, on 8 1/2" x 11" paper for the last three complete years.

Financial Statements required ONLY for the following award categories:

- *Small Business Person of the Year
- *SBA Young Entrepreneur of the Year
- *Family-Owned Business of the Year
- *Small Business Exporter of the Year
- *Entrepreneurial Success Award

Financial Statements NOT required for:

- *Financial Services Champion of the Year
- *Home-Based Business Champion of the Year
- *Minority Small Business Champion of the Year
- *Veteran Small Business Champion of the Year
- *Women in Business Champion of the Year



NOMINATION PACKAGE PAGE 9

Any other supporting documentation deemed significant by the nominator, including
news clips,

letters of recommendation

and other evidence of the appropriateness of the nomination.

Supporting documentation must not exceed 10 pages.

Videos will not be considered.

NOMINATION PACKAGE PAGE 10

A completed SBA Form 2137 Award Nomination Consent Form

SMALL BUSINESS WEEK
CONSENT FOR DISCLOSURE OF INFORMATION

The undersigned herewith agrees and consents to the disclosure by the Small Business Administration (SBA) of the information in its file concerning his/her nomination for the Small Business Person of the Year, Advocate of the Year, or Special Award winners (Phoenix Award) to those persons chosen by the SBA as judges for these awards.

This consent is given with the understanding that disclosure shall be limited to the information contained in that file, and that no disclosure shall take place after the selection of the Small Business Person of the Year and Advocate and Special Award winners is made.

Signature: _____ Date: _____

SBA AWARDS PROGRAM IMPORTANT DATES

2012 District Nomination Packages Due
November 10, 2011

District Winners will be selected
December 9, 2011

Regional Winners Selected
End of February, 2012

National Winners Selected
First of March, 2012

Announcement of Oklahoma Award Winners
March 8, 2012

Oklahoma Small Business Awards Luncheon
May 3, 2012 - Skirvin Hotel

National Small Business Week
May 20 - 26, 2012

NOMINATION DUE DATE – NOV. 10, 2011

Send completed packages to:

U.S. Small Business Administration
Oklahoma District Office
Attn: Darla Booker
301 NW 6th Street, Suite 116
Oklahoma City, OK 73102

Questions?

Call Darla Booker, 405-609-8012

Email darla.booker@sba.gov

Visit www.sba.gov/ok