

SUBMITTING THE APPLICATION

1. Complete the Official Application (attached) Part 1:

Item I. Indicate the complete name of the company.

Indicate the name of the person responsible for oversight of the employee volunteer effort, such as the vice president of communications, or the director of community relations, and that person's complete mailing address and telephone number. Enter the name of the chief executive officer of the company, number of employees and type of industry or business. Indicate the location of the company's headquarters and whether or not the company is considered to be a division of another company.

Item II. Indicate the names and contact information of those submitting the reference letters (see #4, Supplementary Materials, below). These references will be contacted for verification of programs, activities, and accomplishments of the company and should be familiar with the program or a partnering organization.

Item III. Please enter the name, title, organizational affiliation, telephone number and complete mailing address of the person submitting the application. This may be the director of your community organization or governmental agency. This may also be a company employee or a member of the company's board of directors. The applicant may be the same as the program contact person.

2. Attach a narrative statement - Part 2:

Describe the company's volunteer efforts from the period beginning on October 1, 2013 through September 30, 2014. The statement should start with a brief narrative explaining what the company does, an overview of volunteer projects, accomplishments of the volunteer program and the percentage of employees involved. The narrative should include, but is not limited to, information on how the company develops and encourages employee volunteer efforts, involvement from upper management, how the company manages the program, any company policies or incentives to encourage volunteerism and the company's commitment to the program. **Description should be no more than two pages typed and double-spaced.**

3. Attach two reference letters:

At least two supporting reference letters (up to 300 words) must be included with each nomination. They must be written by community members representing the groups or organizations that have benefited from the company's employee volunteer efforts. References may include directors of Volunteer Centers with which the company has formed a partnership, a community agency that has been the recipient of the company's community service efforts or a local

government official who is familiar with those efforts. References should not be employees of the company, members of the board of directors of the company or immediate relatives of either. Reference letters must answer three basic questions:

- What is the nature of the relationship between the applicant company and the reference contact? (This answer should indicate how long the company and reference contact have been in association with each other, how often they communicate, etc.)
- How has the company implemented its program to help solve community problems?
- What are the actual results of the company's employee volunteer efforts—what impact have they made on the community?

4. Attach Supplementary Materials:

You may submit appropriate supplementary material to document your narrative statement. Additional materials may include, but are not limited to, samples of company policies, mission statements, employee volunteer program brochures, employee newsletters, company annual reports, photographs, videotapes, program evaluation forms/results or employee surveys. Please note this material will only be used as a secondary reference to the nomination statement in the final judging. All materials submitted become property of the Chamber and will not be returned.

5. Photograph Submission:

All photographs must be original, taken by the applicant submitting the photo. Photographs must be presented both in hard copy (print) and saved on a CD as a JPEG or TIFF file at 300 dpi resolution or higher.

6. Provide 6 copies of all above materials.

7. Send your application, narrative statement, reference letters and supporting materials to be received by 5:00 p.m., September 12, 2014 to:

**Julie A. Bordes
Mobile Area Chamber of Commerce
P.O. Box 2187 or 451 Government Street
Mobile, AL 36652-2187 or 36602**

Please see reverse for application

OFFICIAL APPLICATION—Part 1

ITEM I: APPLICANT INFORMATION (Please type)

Company _____

Contact Name and Title (Person responsible for the employee volunteer program oversight) _____

Mailing Address _____

City _____

State _____

Zip Code _____

(Area Code) Telephone _____

(Area Code) Fax _____

E-mail Address _____

Chief Executive Officer _____

Name and Title _____

Number of employees _____ Company's industry type _____

Headquarters location _____ Are you a division or a branch of another company? Yes No

If you checked yes, name the company: _____

ITEM II: REFERENCES (Please attach reference letters)

Name, Title

Name, Title

Organization

Organization

Mailing Address

Mailing Address

City, State, Zip Code

City, State, Zip Code

(Area Code) Telephone

(Area Code) Telephone

ITEM III: INDIVIDUAL/GROUP SUBMITTING APPLICATION

Name and Title

Organization

Mailing Address

City, State, Zip Code

(Area Code) Telephone

***Remember to submit two reference letters, any supporting materials, your completed Official Application and narrative statement.**

Questions? Contact the Chamber at (251) 431-8621.
Deadline for Submissions: 5:00 p.m., September 12, 2014.