

Criteria for the

2006 Orange Coast College Small Business Conference & Expo

Small Business of the Year Award

This information is being provided for you to use as a guideline in nominating a candidate or candidates for the Orange Coast College Small Business of the Year Award.

I. Purpose & Definition:

The purpose of the Orange Coast College Small Business of the Year Award is to honor small business owners and their employees who personify outstanding ethical business practices.

II. Eligibility:

Any small business that follows these practices is eligible for nomination:

- Conducting business in Orange County
- Ethical business practices
- Has a product or service that provides a positive benefit to the community
- Provides exceptional customer service
- Uses innovative methods or ideas in the operation of their business

III. Nomination Procedures and Due Date

- A. An owner, employee, vendor or customer who has experienced direct contact with the business may nominate a small business. A nomination form may be obtained from the OCC Foundation Office by calling 714.432.5929 or on our website:
<http://expo.orangecoastcollege.edu>
- B. Nominations are due on or before March 1, 2006. Nominations can be mailed to OCC Foundation, PO Box 5005, Costa Mesa, CA 92628-5005, faxed to 714.432.5620, or delivered to OCC Foundation Office in the Orange Coast College Administration Building on campus at 2701 Fairview Road in Costa Mesa. Please send the nomination to the attention of Julie Clevenger.
- C. The Orange Coast College Small Business of the Year Award will be presented at the **2006 Small Business Conference and Expo, MBA in a Day**, to be held at Orange Coast College on Wednesday, March 29, 2006.

Nomination Form

Orange Coast College Conference & Expo 2006 Small Business of the Year Award

PLEASE PRINT

Name of Small Business _____

Business Address _____

Business Telephone Number: (____) _____ FAX: (____) _____

Business Email: _____

Business Owner Name: _____ Title: _____

Number of years in business: _____ Number of employees _____

Please answer the following questions:

1. In less than 35 words, please provide a brief description of the type of business

2. Give an example of:
 - A. Ethical business practices
 - B. How products or services provide a benefit to the surrounding community
 - C. Exceptional customer service
 - D. Innovative approaches used in the business operation in 2005
3. Please explain the accomplishments the business made in the year 2005 or the accomplishments made to get the company started.
4. Were there any business related problems in the past year? If so, what methods were used to solve them?

Note: You may include your comments on an additional sheet of paper or attach any other documentation deemed significant including news clips, letters of recommendation and other evidence supporting the nomination.

Name of Person Submitting Nomination _____

Telephone number (____) _____ FAX (____) _____

Email _____

Thank you for making this nomination and honoring this small business of the year! Your time and effort is greatly appreciated.