

The 2009 Sycamore Awards
Company Awards Application

You may apply for as many awards as you like. Please copy this cover sheet as needed to separate your applications.

Application due by October 15, 2009

I/We are submitting information for the following corporate award:

(complete award descriptions on next page)

- | | |
|---|---|
| <input type="checkbox"/> Best Customer Appreciation Program | <input type="checkbox"/> Best Company Website |
| <input type="checkbox"/> Best Total Communication Program | <input type="checkbox"/> Best Human Resources Program |
| <input type="checkbox"/> Best Workplace Safety Program | <input type="checkbox"/> "Golden Shoestring" Award |
| <input type="checkbox"/> Best community involvement program / project | |
| <input type="checkbox"/> Best Advertising / Public Relations Program | |

On a separate sheet (or email message to Info@ilbsa.org), please address the following:

- Provide a brief summary of the project, piece, or program, and the successes achieved
- Discuss the project's goals; how the goals were developed; and the action plan for implementing them
- Describe roles played by key personnel, manager, or other employees in completing the project
- Describe how the project, piece, or program demonstrates excellence and/or innovation

Your name _____

Company _____

Web address _____ Email _____

CATEGORY:

RETAIL MEMBER ASSOCIATE MEMBER

under 50 employees

Over 50 employees

MAIL APPLICATIONS TO:

55 Monument Circle, Suite 732 - Indianapolis, IN 46204

FAX to 317-875-3717 - Or, log onto www.ilbsa.org and complete online

COMPANY AWARD CATEGORIES AND DESCRIPTIONS

BEST CUSTOMER APPRECIATION PROGRAM

This category showcases excellence in a company's OVERALL customer appreciation programming. Elements include activities like builder events; outings; or other customer-related programs that show your customers (whether they be builders, other professionals, or the general public) you value their business, and keep them coming back.

BEST COMPANY WEBSITE

This category showcases excellence in a company's web-based communications through the official web site. This award is judged based on overall appearance; ease of navigation; completeness in functionality; how well it facilitates communication with your personnel; number of 'hits', and online sales or sales leads. *This is a great opportunity for us to show others your cutting-edge communication!*

BEST TOTAL COMMUNICATION PROGRAM

This category showcases excellence in a company's OVERALL communications program, including newsletters, electronic newsletters, etc. The audience can be customers, the general public, employees, or a combination of all of these. Many ILBSA member companies have regular newsletters and other communications vehicles...and this is your chance to show us your stuff!

BEST HUMAN RESOURCES PROGRAM

This category showcases excellence in a company's OVERALL HUMAN RESOURCES programming. This includes, but it not limited to, employee/professional development (business & continuing education), personnel communications, employee review/reward processes, employee recognition programs/events, etc. Since each company's culture is different, there may be more awards in this category.

BEST WORKPLACE SAFETY PROGRAM

This category showcases excellence in a company's OVERALL strategy for OSHA / IOSHA compliance; including, but not limited to, employee safety training, workplace inspections, record-keeping, safety awards, safety communications to personnel, etc. This is an easy one to submit, as companies already have their safety programs on file. Simply send it in!

BEST COMMUNITY INVOLVEMENT PROGRAM / PROJECT

This category showcases excellence in a company's impact on quality of life in the community in which it operates and lives; through involvement in community events, charitable projects, local government, etc. Many ILBSA member firms 'give back' to their communities in numerous ways; as such, there may be more awards in this category.

BEST ADVERTISING / PUBLIC RELATIONS PROGRAM

This category showcases excellence in a company's advertising strategy, demonstrating "bang for the buck" in paid advertising; press coverage for events/programs, and creativity in advertising or PR venues, media, and locations. *For radio ads, an audio tape or MP-3 file of your ad is requested (but not absolutely necessary); for television ads, a tape or DVD of your ad is requested (but again, not absolutely necessary).*

"GOLDEN SHOESTRING" AWARD

This category is a "catch-all" - can be for any business process or program, but was accomplished successfully **with little or no budget**. *This is a great category to showcase your creativity and demonstrate what can be done with the energy and drive of you and your staff team, and not a lot of money. There may be more awards in this category due to the broad nature of the guidelines.*

The 2009 Sycamore Awards
Individual Awards Application

You may apply for as many awards as you like. Please copy this cover sheet as needed to separate your applications.

Application due by October 15, 2009

I/We are submitting information for the following individual award:

(complete award descriptions on next page)

- | | |
|--|--|
| <input type="checkbox"/> Supervisor of the Year | <input type="checkbox"/> Employee of the Year |
| <input type="checkbox"/> Yard Foreman of the Year | <input type="checkbox"/> Rookie Employee of the Year |
| <input type="checkbox"/> Manager of the Year | <input type="checkbox"/> The Naomi Niehaus Award |
| <input type="checkbox"/> Inside Salesperson of the Year | <input type="checkbox"/> Entrepreneur of the Year |
| <input type="checkbox"/> Outside Salesperson of the Year | |

On a separate sheet (or email message to Info@ilbsa.org), please address the following:

- Describe the individual's strategies/programs/processes that make him/her an asset to the company
- Describe specific successes/positive outcomes that are a direct result of the individual's leadership
- Any other information you feel should be shared with the judges about this individual

Your name _____

Company _____

Address: _____

Email address _____

MAIL APPLICATIONS TO:

55 Monument Circle, Suite 732 – Indianapolis, IN 46204

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*The following awards are to recognize **INDIVIDUALS** in our industry in the following categories:
What a great opportunity to give some recognition to great members of your team!*

SUPERVISOR OF THE YEAR

This award recognizes excellence in the performance of duties associated with the general Supervisor position (or title equivalent).

YARD FOREMAN OF THE YEAR

This award recognizes excellence in the performance of duties associated with the Yard Foreman position (or title equivalent).

MANAGER OF THE YEAR

This award recognizes excellence in the performance of duties associated with the LOCATION or STORE MANAGER or GENERAL MANAGER position (or title equivalent).

INSIDE SALESPERSON OF THE YEAR

This award recognizes excellence in the performance of duties associated with the INSIDE SALES position (or title equivalent).

OUTSIDE SALESPERSON OF THE YEAR

This award recognizes excellence in the performance of duties associated with the OUTSIDE SALES position (or title equivalent).

EMPLOYEE OF THE YEAR

This award recognizes excellence in the performance of duties for ANY employee in your company, regardless of department, function, or status. This is an overall recognition that illustrates commitment to company's mission and vision; positive working relationship with fellow employees; and general attitude / work ethic.

ROOKIE EMPLOYEE OF THE YEAR

This award recognizes excellence in the performance of duties for ANY employee in your company, regardless of department or function, BUT HAS BEEN ON YOUR TEAM FOR ONE YEAR OR LESS. This is an overall recognition that illustrates commitment to company's mission and vision; positive working relationship with fellow employees; and positive working attitude.

THE NAOMI NIEHAUS AWARD

This award recognizes excellence for **women in the lumber & building material industry**. Named for Naomi Niehaus of Vincennes, Indiana, who served as President of Niehaus Lumber Company following the death of her husband in 1944; at a time when such a concept was foreign to many women of the era. Any female owner, officer, employee, or associate is eligible for consideration, and the award is based on superior performance of duties, work attitude, and entrepreneurialism in the performance of her duties.

ENTREPRENEUR OF THE YEAR

This award recognizes the individual who has demonstrated the entrepreneurial spirit in starting a new program, business activity, venture, product line, or service within our industry. Applicants are asked to show how they captured or created a new market; marketed their new venture, and what the results have been to this point.