



## Nomination Kit General Rules

*WEYBEX Awards*

proudly presented by



**Prairie Sky**

# GENERAL INFORMATION

Nominations for **WEYBEX AWARDS** are open to businesses, organizations and individuals, in the City of Weyburn and the immediate area. Nominees may submit their own nomination or a third party may submit the nomination. All nomination submissions (excluding Business Leader of the Year) must include signed consent of the nominee.

Membership in the Weyburn Chamber of Commerce is **not** mandatory to participate in this awards program.

The nominator may submit a nomination in any or all categories from the following six WEYBEX categories:

## CATEGORY

- ◆ Business Leader of the Year
- ◆ Golden Service
- ◆ Community Involvement
- ◆ New or Expanded Business
- ◆ Business Hall of Fame

## SPONSOR

- ◆ P.A.R Contracting
- ◆ MNP
- ◆ Sask Energy
- ◆ Community Futures Sunrise
- ◆ Weyburn Credit Union

**Business of the Year Award** will be selected from all winners excluding Business Hall of Fame and Business Leader of the Year.

A nominee may be nominated in more than one category, but may only win in ONE category. Further, a nominee may not win the same category for 2 consecutive years, but this does not preclude winning in different categories in consecutive years. Sponsors of particular categories as well as members of the WEYBEX committee may not be nominated in any category.

All nominations will be reviewed by the WEYBEX Selection Committee to confirm qualification. The Committee reserves the right to re-assign a nomination into a more appropriate category in order to avoid possible disqualification.

Nominations are then submitted to an independent firm – Cogent Chartered Professional Accountants - Regina, for evaluation and determination of winners. Note: Items marked “confidential” in the nomination package will only be provided to the independent evaluators and will **not** be reviewed by the Selection Committee.

Please note: all finalists are required to be in attendance for the awards ceremony. Tickets will be available for purchase through the Chamber of Commerce.

## STEP ONE:

Complete the nomination in typewritten form corresponding to the category or categories you have chosen to enter. **There are separate nomination forms for each category.**

Applicants are evaluated using a point system. The only materials used to select finalists are those in your nomination package, therefore be precise with the information provided and avoid the use of abbreviations and jargon. Entries **must be typed** (not handwritten).

Unanswered questions are given a score of zero; please ensure you have answered all the questions. The judging matrix takes into account the size of the businesses and the relative impact of their activities. Enclose any additional materials you feel are pertinent (example: documents, photos, news clips) and please identify if you wish these to be returned.

Have the nominee review the completed nomination form, and agree to its content and submission by signing the consent portion.

## STEP TWO:

**Return the completed forms before 4:30 PM, April 11, 2018:**

**By mail to:** WEYBEX Committee  
11 Third Street NE  
Weyburn, SK S4H 0W5  
**“CONFIDENTIAL”**

**By email to:** [manager@weyburnchamber.com](mailto:manager@weyburnchamber.com)

## STEP THREE:

All nominations will be reviewed by the WEYBEX Selection Committee to determine qualification and determine finalists. In occasions of conflict of interest, committee members will refrain from voting. Nominations are then submitted to an independent firm – Cogent Chartered Professional Accountants - Regina, for evaluation and determination of the winners.

**All information provided will remain confidential.**

Winners will be selected from a maximum of 3 finalists in each category, and up to 3 winners will be selected from a maximum of 4 finalists in the Business Hall of Fame.

The awards ceremony will be held at McKenna Hall May 11, 2018.

For further information please contact the Weyburn Chamber of Commerce office at 306-842-4738.

From the **winners** of the Community Involvement, Golden Service, and NEW or Expanded Business categories the adjudication committee will designate a recipient for Business of the Year.

## BUSINESS OF THE YEAR

Sponsored by:



**Prairie Sky**

Individual nominations for Business of the Year **will not** be solicited.

Open to all businesses that have operated in Weyburn for at least 3 years as of December 31, 2017. To be awarded to the business that exemplifies the entrepreneurial spirit and has demonstrated outstanding achievement and commitment to excellence and quality in their field. Candidates will be judged according to growth, use of capital investment, exports, job creation, stability, and community involvement.