

GENERAL INFORMATION

The **Moose Jaw Business Excellence (MJBEX) Awards** are open to all businesses, except Crown Corporations and the City of Moose Jaw. To be eligible for a category, the registrant must not have won a MJBEX Award in that category in the previous year. Registrants may submit their own registrations or third parties may submit the registration. The registrant must agree to all third party registrations.

The business may submit a registration in up to two categories from the following **MJBEX Award** categories:

- Community Involvement
- Customer Service
- Young Entrepreneur
- Business of the Year
- Marketing
- Healthy Work Place
- New Business Venture
- Job Creation
- Pioneer Award
- Business Innovation
- Business Leader of the Year

Once you have decided which category or categories the business is to be registered for:

STEP 1: Complete the general registration form on Page 3

STEP 2: Complete the registration form(s) corresponding to the category or categories you have chosen to enter. **There are separate registration forms for each category.** Please note that each registrant is limited to maximum of two categories.

STEP 3: Return the completed forms before noon on January 27, 2012 to:

MJBEX Selection Committee
88 Saskatchewan St. E.
Moose Jaw, Sask. S6H 0V4
“CONFIDENTIAL”

STEP 4: All registrations will be reviewed by the MJBEX Awards Selection Committee, to decide on maximum three finalists for each category.

STEP 5: The MJBEX Awards Selection Committee will forward the names of the finalists to an anonymous MJBEX Awards Jury for selection of winners.

Any information you provide will remain confidential. All information after judging will be returned to you.

The awards ceremony will be held at the Heritage Inn on April 18, 2012
For further information telephone 692-6414.

Please Note: Shaw Cable will be visiting your organization for the video presentation at the Awards Banquet plus a small description of your business will be needed in advance for audio purposes. If you are registered in more than one category please provide additional audio information for the awards presentation.

The MJBEX Award Categories and Criteria

The **MJBEX Award program** consists of seven awards as follows:

1. Community Involvement

To be awarded to the business that demonstrates exceptional performance in its support of recreation, amateur sports, arts and culture, charitable or non-profit volunteer groups. Judging will take into account relative size of business.

2. Customer Service

To be awarded to the business that consistently demonstrates excellence in service and/or hospitality. Criteria will examine services offered by the business; training programs for staff and management or its contribution to the Moose Jaw and immediate area tourism. Judging will take into account relative size of business.

3. Young Entrepreneur

Awarded to a young entrepreneur (age 35 or under on December 31, 2011) who has established or expanded a business on or before January 1, 2011. The young entrepreneur will have demonstrated signs of success and viability in the venture. Judging will take into account relative size of business.

4. Business of the Year

Open to all businesses that have been operating for at least three years as of December 31, 2011. To be awarded to a business that demonstrates overall success, judged according to certain financial criteria, growth, use of capital investment, exceptional performance in exporting goods, job creation, stability or community involvement.

5. Marketing

This award is to the business demonstrating exceptional performance in marketing; which has had a positive effect on sales and product recognition. The jury evaluates the success of a marketing program giving consideration to the nature of the product and the relative size of the business.

6. Healthy Workplace

This award is designed to recognize businesses that are creating a healthy workplace environment.

7. New Business Venture

To be awarded to a new business that has been operating for less than two years, as of December 31, 2011 and which has demonstrated positive performance in terms of certain financial criteria, expansion into new product line or business, creation of new markets or job creation. Judging will take into account relative size of the business.

8. Job Creation

To be awarded to the business demonstrating exceptional performance in creating new permanent jobs. The jury evaluates the growth and creation of new jobs taking into account the relative size and nature of the business.

9. Pioneer Award

This award is designed to recognize pioneer and cornerstone business leaders in Moose Jaw & District who have demonstrated excellence over an extended period of time and whose business has contributed to the economic well-being of Moose Jaw and district. The business must have been in continuous operation for at least fifteen (15) years.

10. Business Innovation

This award is designed to recognize innovation success by a business which adapts to market place challenges resulting in a competitive advantage.

11. Business Leader of the Year

The Achievement for Business Excellence Award for Business Leader of the Year is awarded to an individual who exemplifies the qualities of the business visionary. This person has shown outstanding success in business or industry through the development of a new process, product or service or for meaningful contributions to the local business community.

2012 Moose Jaw Business Excellence Awards

GENERAL REGISTRATION FORM

(To be submitted by all Candidates)

Along with the registration form please submit any print/picture material of your organization.

Name of Business: _____

Address: _____

City: _____ Postal Code: _____

Telephone: _____ Fax: _____

Name of President/Manager: _____

Number of Employees: _____ Full-time/Equivalent _____ Part-time _____

In Operation Since: _____

The **MJBEX Awards Selection Committee** will consist of three residents in the Moose Jaw and immediate area.

The **MJBEX Awards Selection Committee** will forward the names of the finalists to the **MJBEX Awards Jury** for the selection of winners. The names of the MJBEX Awards Jury will remain anonymous.

Authorized Signature: _____

Name

Date

2012 MJBEX Awards

COMMUNITY INVOLVEMENT

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Please note that any information contained in questions no. 1 through 7 will be made available to the MJBEX Awards Jury for their consideration.

How many points each question is valued is shown.

Awarded to a business that demonstrates exceptional performance in its support of the arts, culture, amateur sports, or voluntary/charitable groups.

Name of Business: _____

1. Describe the Business' involvement during the most recent fiscal year in the following fields:

(1-5 points each)

a) arts and culture _____

and/or

b) recreation and amateur sport: _____

and/or

c) volunteer community and charitable groups: : _____

2. a) How much did the business spend over the past two years for such activities?

(1-10 points)

2011 _____ 2010 _____

b) How many volunteer hours were expended by employees on behalf of the business?

(1-20 points)

2011 _____ 2010 _____

c) What other goods and services did you provide over the past two years?

(1-10 points)

Community Involvement (Continued)

3. Does the business have a defined objective or policy in the area of community involvement?
Describe briefly. (1-10 points)

4. Are the members of the staff encouraged to take an active part in community activities during working hours or non-work hours? (1 – 10 points)

5. How does the business encourage its employees to get involved in these activities?
(1 – 10 points)

6. Approximate amount of time (in %) spent by the employees on community activities?
(1 – 20 points)

7. Additional information, attached items or written material (1 – 10 points)

If the response space provided is insufficient, please attach any additional information that will support the registration.

Please enclose any documents, brochures, folders and/or annual reports that the business has published describing its activities, success and interests.

Date

Signature of Business Owner or Nominator

Phone Number