

The Sensational Selwyn Awards celebrate excellence throughout the Selwyn District in ten categories: Agri-Business, Arts and Culture, Business – large and small, Community Services, Environmental, Sport, Tourism and Young Achiever.

Nominations are open from the 12th April 2016 until the 17th June 2016.

People/groups/organisations will be nominated during this time. Finalists and the winner for each category will be decided upon by judges and announced at the awards ceremony dinner event on the 30th July 2016.

All nominees will be offered one free ticket to the awards dinner event at the Lincoln Event Centre.

NOMINATION INFORMATION

This award is open to all privately owned corporations, partnerships, or sole proprietorships that have 14 or less full time equivalent (FTE) employees that operate in the Selwyn District.

The award celebrates excellence in business through the following characteristics:

- People Management
- Innovation
- Customer service
- Environmental awareness
- Contribution to the local community

The nominee must give their permission to be nominated by signing the form on **page three** or by expressing their permission via email/attached letter.

Terms and Conditions:

- By completing and returning this form, you agree to the use of your name and/nominee's name and nomination information being used in advertising in relation to these awards
- The 2014 winner of the Business Award is not eligible to enter this category in 2016.
- All applications must be on the official entry form. Any additional information will not be considered during judging to ensure a fair judging process.
- Please make sure the nominee's name is spelt correctly. How it is written on this form will be how it appears on the certificate/award.
- Judges decisions are final and no correspondence will be entered into

☐ *Please tick this box to confirm you have read and agree to the above terms and conditions. (Applications will not be considered unless this box has been ticked)*

Completed nomination forms must be returned by (post marked or emailed) 17/06/2016 to:

- By post to Selwyn Awards, Selwyn District Council, PO Box 90, Rolleston.
- Send electronically by emailing selwynawards@cirrusinternational.com



Nominations must include the following information: <i>Write your answer in the corresponding boxes found on pages three - five</i>		Check list <i>(Tick when completed)</i>
1. NOMINATION INFORMATION	Page 3	
2. BUSINESS DESCRIPTION	Page 4	
3. BUSINESS BIOGRAPHY AND PHOTO	Page 5	
In addition to above, choose <u>ONLY THREE</u> of the below FIVE questions to answer based on the past <u>two years</u> of achievements; <i>Write your answer in the corresponding boxes, found on pages six - eight</i> <i>Please note your answers are not limited to the example below, they are simply ideas to get you started.</i>		Check list <i>(Tick three completed)</i>
4. Describe how your business EXCELS IN PEOPLE MANAGEMENT Examples: i. Performance management initiatives ii. Staff development opportunities iii. Recruitment and retention policies	Page 6	
5. Describe any INNOVATION your business has shown Examples: i. Application of innovation through product/service range, HR policies, marketing/advertising, technology, etc. ii. Joint ventures or collaborations to achieve excellence	Page 6	
6. Provide an example of superior CUSTOMER SERVICE in your business Examples: i. You may wish to describe an instance of great customer service that occurred with a real customer of your business ii. Any improvements to the customer experience/policies you have implemented – feedback box, replying to emails within a given period of time, etc.	Page 7	
7. Describe how your business MINIMISES ADVERSE ENVIRONMENTAL IMPACTS Examples: iii. Power saving techniques – energy saving light bulbs, solar energy panels, etc. iv. Recycling policies v. Paperless office initiatives	Page 7	
8. Describe how your business provides SOCIAL AND/OR ECONOMIC BENEFIT TO THE LOCAL COMMUNITY Examples: vi. Any local community initiatives that your business has been involved in by way of sponsorship, donation of money, time, resources, etc. vii. Providing employment for local community members	Page 8	



1. NOMINATION INFORMATION

NAME OF BUSINESS	
ADDRESS	
PHONE (DAY)	
PHONE (EVENING)	
WEBSITE	
EMAIL	
NO. OF YEARS BUSINESS OPERATING	
NO. OF FTE STAFF	
YEAR OF PREVIOUS NOMINATION (IF APPLICABLE)	

NOMINATOR CONTACT DETAILS	
NOMINATED BY	
RELATIONSHIP TO NOMINEE	
PHONE	
YOUR SIGNATURE	
NOMINEES' SIGNATURE	

How did you hear about the 2016 Sensational Selwyn Awards?



2. Please provide a DESCRIPTION OF YOUR BUSINESS

250 word limit



3. NOMINEE BIOGRAPHY 75 word limit

A description and a photo of the nominee/s that will be shown on a PowerPoint at the award dinner event if they are chosen as a finalist. Your description should include a brief introduction of what the nominee/s does, any key/unique features – taking into consideration the category you are entering them in and their commitment to the Selwyn District. Please email us a photo of the nominee's choice that best depicts them/their organisation. *(If you are unable to email a photo, please post a copy printed on photographic paper in with the form)*



Please answer **ONLY THREE** of the below FIVE questions

4. Describe how your business EXCELS IN PEOPLE MANAGEMENT

150 word limit

5. Describe any INNOVATION your business has shown

150 word limit



6. Provide an example of superior CUSTOMER SERVICE in your business
150 word limit

7. Describe how your business MINIMISES ADVERSE ENVIRONMENTAL IMPACTS
150 word limit



**8. Describe how your business provides SOCIAL AND/OR ECONOMIC BENEFIT
TO THE LOCAL COMMUNITY**

150 word limit

Thank you for your submission

