



# **2017 Excellence Awards Overview**

The KCCE Excellence Awards have been created to recognize superior achievement and professional excellence among local chambers in the state. Awards will be presented during the 2017 Kentucky Chamber of Commerce Executives annual conference in August.

Awards will be given in the following areas:

- ★ Communications (e-news, publications & website)
- ★ Special Events
- ★ Membership (retention & growth)
- ★ Social Media
- ★ Staff member of the Year
- ★ Volunteer of the Year
- ★ Executive of the Year

## **Requirements:**

- Must be a current KCCE member in good standing
- All entries must be received by end of day **March 31, 2017**
- All applications must be complete and include all requested information (*incomplete applications may be disqualified*)
- Submissions should be for your most recently completed fiscal year.
- *Submissions may be made via email or DropBox unless hardcopies are required. Any hardcopies need 3 submissions for the judges (labeled appropriately). CD's and USB are not acceptable.*


## **Judging:**

KCCE is committed to enhancing the professional development of executives through the recognition of their efforts. All entries will be reviewed by a panel of judges, familiar with the general goals, purpose and direction of chambers of commerce.

With the exception of the Executive of the Year, which is an overall award, each category will be divided into five groups:

- Group I – Annual income less than \$75,000
- Group II – Annual income between \$75,001 - \$150,000
- Group III – Annual income between \$150,001 - \$250,000
- Group IV – Annual income between \$250,001 - \$650,000
- Group V – Annual income more than \$650,001

**Entry Fee:** There will be no entry fee this year



**KCCE Excellence Awards  
464 Chenault Road  
Frankfort, Kentucky 40601**



# 2017 Membership Excellence Award Application

## Membership Retention and Growth

The membership **Excellence Awards** will recognize chambers that excel in one of two categories, membership retention and/or membership growth. To submit an entry, complete this application and return by the **March 31, 2017 deadline**. **Submission should be for your most recently completed fiscal year. Please mark which you are applying for and keep in mind that each are separate submissions.**

\_\_\_\_\_  
Name of Chamber

\_\_\_\_\_  
Contact Person

\_\_\_\_\_  
Title

\_\_\_\_\_  
Address

\_\_\_\_\_  
City

\_\_\_\_\_  
State

\_\_\_\_\_  
Zip

\_\_\_\_\_  
Phone

\_\_\_\_\_  
E-mail

\_\_\_\_\_  
Web Site

\_\_\_\_\_  
Total Annual Income

\_\_\_\_\_  
Number of Members

**All questions must be complete to be considered for the membership renewal and growth awards.**

Applying for renewal award

Applying for growth award

What **percentage** of billing accounts renewed membership in your organization last fiscal year? \_\_\_\_\_%

**Formula for calculation:**  $\frac{(\# \text{ of billing accounts last fiscal year} - \text{all lost accounts last fiscal year})}{\# \text{ of billing accounts last fiscal year}}$

By what percentage did your organization experience a net gain in the **number of member** accounts (billing) during the last fiscal year? \_\_\_\_\_%

Total number of members at beginning of last fiscal year \_\_\_\_\_

Total numbers of members at ending of last fiscal year \_\_\_\_\_

Number of new members \_\_\_\_\_ Number of members lost \_\_\_\_\_

Of the number of members lost, how many were lost because they went out of business? \_\_\_\_\_

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# **2017 Communication Excellence Award Application**

Chamber communication programs can position your organization as an information and community resource, while at the same time providing access to and information about your chamber's programs, services and staff.

This year the communication **Excellence Awards** will recognize chambers that excel in three categories, e-news, publications and/or website. To submit an entry in these categories, complete this application and provide requested information. **All entries must be received by March 31, 2017. Please mark which you are applying for, keep in mind that each are separate submissions and provide an application sheet for each one.**

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Local Chamber

---

Contact Person

Title

---

Address

---

City

State

Zip

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Phone

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E-mail

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Web Site

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Total Annual Income

Number of Members

## **Category Requirements**

*Newsletters will be judged on content, creativity, design and composition/style*

*Web sites will be judged on speed, content, creativity and design.*

*Publications must be at least 50% completed in house; examples: annual reports, strategic plans, directories, quality of life mags, maps & brochures.*

*Social Media will be judged on ease of use, ease to locate, content, creativity, design and diversity of use.*

### **Special Publication**


Please submit 3 samples for judging purposes  
Hardcopy preferred

### **E-News**

Published at least 6 times per year  
Submit your 3 most current issues  
(email submission only)

### **Website**

### **Social Media**

A light gray silhouette map of the state of Kentucky is positioned behind the address information.

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## **2017 Events Excellence Award Application**

This year the events **Excellence Awards** will recognize chambers that excel in marketing and producing special events. To submit an entry, complete this application and provide requested information. All entries must be received by **March 31, 2017**. Submissions should be for your most recently competed fiscal year. Please note that hardcopies are preferred and 3 samples are required for the judges. CD's and USB are not preferred.

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Local Chamber

---

Contact Person

Title

---

Address

---

City

State

Zip

---

Phone

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E-mail

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Web Site

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Total Annual Income

Number of Members

### **Category Requirements**

***Event must be managed/produced by the chamber. Please submit the following:***

- Marketing and/or promotional materials
- Attendance for the event
- Comments from participants
- Community response or positive effect on the community
- Amount budgeted. Did you meet budget? Exceed budget? If yes, by how much?
- Submit photos of the event



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# **2017 Chamber Volunteer of the Year Nomination Form**

The selection committee will consider the following areas: outstanding achievements; involvement in local chamber events and activities, program implementation and participation in the community. Great cheerleader to local chamber staff, good role model in the community and as an ambassador of the chamber.

**Nominations are due by March 31, 2017.**

Nomination for \_\_\_\_\_

Local chamber \_\_\_\_\_

Years as a volunteer \_\_\_\_\_


Current population served \_\_\_\_\_

**Self-nominations are accepted. All nominations must include two letters of recommendation from community members (one could be from their chamber staff or executive). Using a separate sheet of paper, please describe:**

- **ACCOMPLISHMENTS.** Please list and describe the most recent *outstanding* accomplishments the chamber volunteer has made.
- **LOCAL CHAMBER INVOLVEMENT.** Please describe nominee involvement in their local chamber.
- **PROGRAM IMPLEMENTATION AND INVOLVEMENT.** Using 2-4 paragraphs, please describe how this nominee has helped in implementing and execute meaningful programs and/or events for their local chamber.
- **COMMUNITY PRESENCE/INVOLVEMENT.** How is the nominee involved with and serving the community beyond his/her role as a chamber volunteer?

Nomination submitted by \_\_\_\_\_

Phone \_\_\_\_\_



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# **2017 Chamber Staff Member of the Year Nomination Form**

The selection committee will consider the following areas: outstanding achievements; involvement in KCCE and other professional organizations, program development and implementation and participation in the community, which includes civic, charitable, educational and other activities. Represents chamber positively and is considered a role model in the community. **Nominations are due by March 31, 2017.**

Nomination for \_\_\_\_\_

Local chamber \_\_\_\_\_

Years at this chamber \_\_\_\_\_ Years in chamber profession \_\_\_\_\_

Years active in KCCE \_\_\_\_\_


Current population served \_\_\_\_\_

**Self-nominations are accepted. All nominations must include two letters of recommendation from community members (one could be from their chamber executive). Using a separate sheet of paper, please describe:**

- **ACCOMPLISHMENTS.** Using 2-3 paragraphs, please list and describe the most recent *outstanding* accomplishments the chamber staff member has made.
- **KCCE INVOLVEMENT.** Please briefly describe nominee involvement in KCCE. **(heavily considered)**
- **PROGRAM DEVELOPMENT & IMPLEMENTATION.** Using 2-4 paragraphs, please describe innovative actions the nominee has used to develop a meaningful business plan/program of work.
- **COMMUNITY PRESENCE/INVOLVEMENT.** How is the nominee involved with and serving the community beyond his/her position?

Nomination submitted by \_\_\_\_\_

Phone \_\_\_\_\_



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# **2017 Chamber Professional of the Year Nomination Form**

The selection committee will consider the following areas: outstanding achievements; involvement in KCCE and other professional organizations, program development and implementation and participation in the community, which includes civic, charitable, educational and other activities. Leadership in the community.

**Nominations are due by March 31, 2017.**

Nomination for \_\_\_\_\_

Local chamber \_\_\_\_\_

Years at this chamber \_\_\_\_\_ Years in chamber profession \_\_\_\_\_

Years active in KCCE \_\_\_\_\_


Current population served \_\_\_\_\_

**Self-nominations are accepted. All nominations must include two letters of recommendation from community members (one could be from a fellow chamber executive). Using a separate sheet of paper, please describe:**

- **ACCOMPLISHMENTS.** Using 2-3 paragraphs, please list and describe the most recent *outstanding* accomplishments the chamber professional has made.
- **KCCE INVOLVEMENT.** Please briefly describe nominee involvement in KCCE. **(heavily considered)**
- **PROGRAM DEVELOPMENT & IMPLEMENTATION.** Using 2-4 paragraphs, please describe innovative actions the nominee has used to develop and execute a meaningful business plan/program of work.
- **COMMUNITY PRESENCE/INVOLVEMENT.** How is the nominee involved with and serving the community beyond his/her position?

Nomination submitted by \_\_\_\_\_

Phone \_\_\_\_\_



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