



BBB TORCH AWARDS ENTRY FORM

Information Regarding Person Submitting Nomination

(Each person involved needs to complete one of these forms)

Name _____

Relationship to Company _____

University Affiliation, if any _____

Complete Mailing Address _____

Email Address _____

Telephone _____

Instructor, if any _____

Information Regarding Company Being Nominated

Company Name _____

President/CEO/Manager _____

Complete Mailing Address _____

Physical Address if different _____

Telephone _____ Web Address _____

Email address of contact at company _____

Number of Employees _____ Years in Business _____

Type of Business _____

Is the firm affiliated with a larger business or franchise? _____ If yes, please
briefly explain the relationship and with whom:

Statement: We understand that the judges may request a site visit. We agree to host the visit and to facilitate an open and unbiased examination. We also understand that by signing this application, we certify our compliance with federal, state and local laws and regulations governing our business or industry. We agree that we will abide by BBB guidelines for referencing the *BBB International Torch Award* in any advertising or public announcements. We acknowledge that all submitted entries become the property of the CBBB (Council of BBBs) and cannot be returned.

Legal Actions: If your company has been involved in major lawsuits, class actions or government actions in the past three years, please provide a summary of the nature of the legal/government action. Recent independent auditor reports may be submitted in place of such a summary. For large-size or publicly-traded companies, copies of the two most recent Annual Reports will suffice.

Signature of Company Official

Name and Title (Please Print)

Date



BBB TORCH AWARDS APPLICATION PACKAGE CHECKLIST

- ✓ Is the two-page summary going to knock the socks off the judges?
- ✓ Does the application include examples and real life scenarios that demonstrate just how ethical the company is?
- ✓ Have company officials/principals approved your application?
- ✓ Have you supplied all the information possible in electronic format and included the CD that contains all that information? (applies to applications submitted by students)
- ✓ Is the TORCH AWARD ENTRY FORM complete?

Helpful Reminders

There is no entry fee for this award submission process at the local level. If your applicant chooses to move to the International arena, there will be a fee (Currently, it is \$75). The Better Business Bureau will inform the local applicants of this international process after the local award event in February 2009.

Screen your company at www.bbb.org to be sure they have a good report in the marketplace.

If you have questions that your instructor cannot answer, feel free to contact:

Laura Mathisen, Director of Accredited Business Programs, BBB

lmathisen@spokane.bbb.org

509-232-05852

Elea Sprinkle, Vice President, BBB

esprinkle@spokane.bbb.org

509-232-0587

If your firm is selected, please plan on attending the event. There is something truly amazing when you gather a number of business leaders together to celebrate doing things the right way. You have a part in that and we would love to see you there.

Your instructor will provide a completion date for your project application when ALL completed materials must be turned in. **NOTE: Late applications will not be considered.**

All Award Entry Guidelines, Criteria, Forms and other information is available at www.bbb.org