

## 2009 Corporate Community Service Award

The Mobile Area Chamber of Commerce, in partnership with Envision Coastal Alabama and Volunteer Mobile invites you to apply for the 2009 Corporate Community Service Award.

Presented each year at the Chamber's Annual Meeting, the prestigious Corporate Community Service Award is designed to reward member businesses who make employee volunteer efforts an important part of their corporate vision, policies and operations.

The recipient of this year's award will join the ranks of previous winners Alabama Orthopaedic Clinic, Arkema Mobile, Ciba Specialty Chemicals, Kellogg Brown & Root, Thompson Engineering, Regions Bank, Mobile Gas, and Degussa Corporation.

Previous winners are re-eligible after five years but should have demonstrated new volunteer initiatives in order to apply.

Application workshops will be held on **Wednesday, September 16 and Thursday, September 24, 2009** beginning at **4 p.m.** in the McGowin Room of the Chamber of Commerce (451 Government Street). Past winners will be present to walk through the application process and facilitate conversations on how to submit a winning application. All applicants are strongly encouraged to attend.

Below you will find a set of guidelines and an application. A printable version of the guidelines and application may also be found at [www.mobilechamber.com](http://www.mobilechamber.com). Applications must be submitted to the Chamber by **5 p.m. November 6, 2009**. If you have any questions, please call Shayla Jones Beaco at 431-8628.

Two key items to keep in mind is that the award is given for volunteer efforts and initiatives within the 2009 calendar year. Also, small businesses are as eligible as larger corporations because employee participation is calculated in percentages. For example, a company with 10 employees that had all 10 participate would receive a 100 percent participation rating. A company with 500 employees that only has 250 participants would receive a 50 percent rating. It is quality that counts!

Thanks and best of luck.



### IMPORTANT DATES

September 16, 2009  
or  
September 24, 2009  
**APPLICATION WORKSHOPS**  
4:00 p.m.  
Mobile Area  
Chamber of Commerce

Friday  
November 6, 2009  
**APPLICATION DEADLINE**  
5:00 p.m.  
Mobile Area  
Chamber of Commerce

Tuesday  
January 19, 2010  
**AWARD PRESENTATION &  
MOBILE AREA CHAMBER  
OF COMMERCE  
ANNUAL MEETING**  
5:30 p.m.

# SUBMITTING THE APPLICATION

## 1. Complete the Official Application (attached) Part 1:

**Item I.** Indicate the complete name of the company. Indicate the name of the person responsible for oversight of the employee volunteer effort, such as the vice president of communications, or the director of community relations, and that person's complete mailing address and telephone number. Enter the name of the chief executive officer of the company, number of employees and type of industry or business. Indicate the location of the company's headquarters and whether or not the company is considered to be a division of another company.

**Item II.** Indicate the names and contact information of those submitting the reference letters (see #4, Supplementary Materials, below). These references will be contacted for verification of programs, activities, and accomplishments of the company and should be familiar with the program or a partnering organization.

**Item III.** Please enter the name, title, organizational affiliation, telephone number, and complete mailing address of the person submitting the application. This may be the director of your community organization or governmental agency. This may also be a company employee or a member of the company's board of directors. The applicant may be the same as the program contact person.

## 2. Attach a narrative statement - Part 2:

Describe the company's volunteer efforts in 2009. The statement should start with a brief narrative explaining what the company does, an overview of volunteer projects, accomplishments of the volunteer program and the percentage of employees involved. The narrative should include, but is not limited to, information on how the company develops and encourages employee volunteer efforts, involvement from upper management, how the company manages the program, any company policies or incentives to encourage volunteerism and the company's commitment to the program. If volunteer activities are planned for 2009 after the deadline for submission, you may include these plans in your narrative. Please provide documentation to show the plans will be implemented. **This should be no more than two pages typed and double-spaced.**

## 3. Attach two reference letters:

At least two supporting reference letters (up to 300 words) must be included with each nomination. They must be written by those in the community that represent the groups or organizations that have benefited from the company's employee volunteer efforts. References may include directors of Volunteer Centers with which the company has formed a partnership, a community agency that has been the recipient of the company's community service efforts or a local government official who is familiar with those efforts. References should not be employees of the company, members of the board of directors of the company or immediate relatives of either. Reference letters must answer three basic questions:

- What is the nature of the relationship between the applicant company and the reference contact? (This answer should indicate how long the company and reference contact have been in association with each other, how often they communicate, etc.)
- How has the company implemented its program to help solve community problems?
- What are the actual results of the company's employee volunteer efforts—what impact have they made on the community?

## 4. Attach Supplementary Materials:

You may submit appropriate supplementary material to document your narrative statement. Additional materials may include, but are not limited to, samples of company policies, mission statements, employee volunteer program brochures, employee newsletters, company annual reports, photographs, videotapes, program evaluation forms/results or employee surveys. Please note that this material will only be used as a secondary reference to the nomination statement in the final judging. All materials submitted become property of the Chamber and will not be returned.

5. Provide 6 copies of all of the above materials.

6. Send your application, narrative statement, reference letters and supporting materials to be received by 5:00 p.m., November 6, 2009 to:

**Shayla Jones Beaco  
Mobile Area Chamber of Commerce  
P.O. Box 2187 or 451 Government Street  
Mobile, AL 36652-2187 or 36602**

**\*Please see reverse for application\***

# OFFICIAL APPLICATION—Part 1

## ITEM I: APPLICANT INFORMATION (Please type)

Company \_\_\_\_\_

Contact Name and Title (Person responsible for the employee volunteer program oversight) \_\_\_\_\_

Mailing Address \_\_\_\_\_

City \_\_\_\_\_

State \_\_\_\_\_

Zip Code \_\_\_\_\_

(Area Code) Telephone \_\_\_\_\_

(Area Code) Fax \_\_\_\_\_

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

Chief Executive Officer \_\_\_\_\_

Name and Title \_\_\_\_\_

Number of employees \_\_\_\_\_ Company's industry type \_\_\_\_\_

Headquarters location \_\_\_\_\_ Are you a division or a branch of another company?  Yes  No

If you checked yes, name the company: \_\_\_\_\_

## ITEM II: REFERENCES (Please attach reference letters)

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Name, Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Area Code) Telephone

\_\_\_\_\_  
(Area Code) Telephone

## ITEM III: INDIVIDUAL/GROUP SUBMITTING APPLICATION

\_\_\_\_\_  
Name and Title

\_\_\_\_\_  
Organization

\_\_\_\_\_  
Mailing Address

\_\_\_\_\_  
City, State, Zip Code

\_\_\_\_\_  
(Area Code) Telephone

**\*Remember to submit two reference letters any supporting materials, your completed Official Application and narrative statement.**

Questions? Contact the Chamber at (251) 431-8621, or Envision Coastal Alabama at (251) 431-8628.  
Deadline for Submissions: 5:00 p.m., November 6, 2009.