

BEST IN THE BUSINESS AWARD
PART A - "Best in the Business" Award



1. Official title of entry (include website URL, if applicable).
2. When was this project/service implemented? Beginning date(s)? Ending date(s)?
3. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
4. Needs Assessment
 - a. How was the need for this program/service identified?
 - b. How does this program/service address this need?
5. Logistics and Production
 - a. How was the program delivered to the target audience?
 - b. Provide details describing promotional materials and methods.
6. Budgeting and Finance
 - a. What were the financial goals?
 - b. Were the financial goals met?
7. Evaluation
 - a. What method(s) were used to evaluate the success of this program/service?
 - b. Provide evaluation summaries.

Rules and Entry Preparation

1. Nominee Entry Form Part A responses must be submitted in the same order as the questions. Entries will not be judged unless all the questions are answered.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
 - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
4. If submitting an electronic copy of the entry, send the following to info@scsae.org with subject of SCSAE BIB..
 - a. A MS Word document with one (1) original entry of the data form responses.
 - b. Any supporting materials, work samples, evaluation instruments, and other relevant materials that can be scanned. Other supporting material may be sent as noted above.
5. All entries become the property of SCSAE and will not be returned.
6. Previous nominees that have not won an award may be re-nominated. A new data form must be submitted.
7. Do not resubmit an entry in the same category in which you previously won an award.
8. Entries must have been implemented, or the majority of the planning and preparation occurred, during 2017.
9. You may submit entries in as many categories as you choose.
10. Entry forms must be received by 5 p.m. on **Friday, April 6, 2018**. No extensions will be given.

Judging Criteria

1. The Tennessee Society of Association Executives Awards Committee will evaluate and judge all entries. The evaluation will be based on your responses to the data form questions.
2. A maximum of one entry will be recognized for each category. The committee may choose to not name a recipient of the award for that year.
3. The recipient will be announced during the awards presentation at the SCSAE Best in the Business Awards

Nominees are required to register for the awards luncheon on Monday, June 4 at the Marriott North Charleston. Go to www.scsae.org to register.

ASSOCIATIONS ADVANCE SC AWARD
PART B - Associations Advance SC Award



1. Official name of the program/service:
2. In 50 words or less, please describe what sets this entry apart making it an award winning entry?
3. What were the activity's goals/objectives and how were they reached?
4. Describe the measurable success (outcomes) of the program and its benefits to the citizens of South Carolina.

Typical areas of activity recognized through this awards category:

Public Education and Information

Civic and Community Volunteer Activities

Skills Training and Professional Development

Ethical, Technical, or Professional Standards

Economic Development Business and Social Innovation

Information and Knowledge Creation

Citizenship and Enhancing Democracy

Rules and Entry Preparation

1. Nominee Entry Form Part B responses must be typed in the same order as the above list of criteria. Entries will not be judged unless all the criteria are addressed.
2. Your entry should not exceed five (5) 8 1/2" x 11" pages.
3. If submitting a hard copy of the entry:
 - a. Provide one (1) original entry and five (5) copies of the data form responses. Submit only one copy of any brochures or supplemental information.
 - b. Make sure each item or page in your data form is easily accessible. We suggest submitting your entry in a file folder or a 9" x 12" envelope or notebook. Please submit one set of any supporting materials, work samples, evaluation instruments, and other relevant materials.
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8. Entries must have been implemented - or the majority of the planning and preparation occurred during 2017.
9. Entry forms must be received by 5 p.m. on April 6, 2018. No extensions will be given.

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