



Benefiting the BBB Education Foundation

2008 AWARDS FOR EXCELLENCE NON-PROFIT APPLICATION

HOW TO APPLY...

Eligibility

All applicants must be current members of the local Better Business Bureau.

Criteria and Judging

- **No Entry Fee required!**
- Entrants must provide written responses to six questions, with no response to any question exceeding 300 words. Typewritten responses are required.
- After examining the entries, judges will select the Winners of Distinction.
- You are asked to supply three letters of commendation or thank you letters from clients.
- From the "Winners of Distinction," an additional award may be presented to one non-profit, chosen as the "Pinnacle" winner. ALL winners will be honored at a luncheon on Wednesday, May 7, 2008, at the InterContinental Hotel. Tickets to the luncheon are \$80 for BBB members.
- A portion of the ticket revenue will be directed to the BBB Education Foundation to support educational programs for consumers.
- A panel of independent judges will evaluate applications.
- No BBB staff or Board members are involved in the selection of the winners.

HOW TO SUBMIT...

Step 1: Include the following contact information on a cover sheet:

- Contact Name
- Company Name
- Address
- Phone
- Fax
- E-mail Address

Step 2: Answer the six entry questions below.

Step 3: Provide the names, company names (if applicable), telephone numbers and email address of three customers and three suppliers (if available).

Step 4: Provide examples of what sets you apart.

Deadline for Applications... February 15, 2008 by 4 p.m.

Mail, fax or e-mail your entry to:

Better Business Bureau
Awards for Excellence
1333 West Loop South, Suite 1200
Houston, TX 77027
Fax: (713) 341-6192
E-mail: awards@bbbhouston.org

Questions? Contact Candice Twyman at (713) 341-6141 or ctwyman@bbbhouston.org

ENTRY FORM

Contact Name:

Company Name:

Address:

Phone:

Fax:

E-mail Address:

1. In 100 words or less please describe ways in which ethics, confidentiality and conflict of interest are part of the day-to-day operations of your organization through specific policies or training for employees, volunteers, and/or board members.
2. Describe your organization's policies and practices that assure excellence in programs and/or services, and demonstrate accountability to clients and donors.
3. Please give an example where your non-profit organization had to make a tough decision that had negative short-term consequences but led to long-term benefits.
4. Provide examples of formal or informal training or procedures used to address concerns an employee may have in dealing with an ethical dilemma.
5. Describe methods your organization uses to ensure all marketing, promotional materials, fundraising and advertisement claims are truthful and accurate.
6. Describe any programs, collaborations, or partnerships taken by your organization that have returned value to your community beyond the scope of your charitable mission.

Please attach examples to the Entry Form of what sets you apart. Send all materials to the Better Business Bureau by **February 15, 2008.**

The Better Business Bureau Education Foundation is a charitable non-profit organization that informs, educates and advocates on behalf of consumer and helps combat unethical business practices and provides protection from fraudulent schemes