



## A - YOUR DETAILS

**Name**

**Address:**

**Postcode:**

**Telephone:**

**Your Email:**

## B - NOMINEE DETAILS - Individual / group / project being

**Name:**

**Address:**

**Postcode:**

**Telephone:**

**Email:**

**C - CATEGORY NOMINATED FOR - Tick 1 box below**

- Shining Star Award**
- Employee of the Year Award**
- The Green Business Award**
- Customer Care Excellence Award**
- The www. Business Award**
- New Business of the Year Award**
- Small/Medium Sized Business of the Year Award**
- Innovation Award**
- Champions of Learning Award**
- Company of the Year Award**

**D - REASONS FOR NOMINATION? - Attach extra page/s if required**

**E - SUPPORTING EVIDENCE** – Refer to information sheet for details of what evidence we require for the category you have selected

**Please return completed form to:**

**Tracey Schoales, Rising Stars 2009, Napier House, 2 Auckland Park,  
Bond Avenue, Bletchley, Milton Keynes MK1 1BU**

# INFORMATION SHEET — Details of each Category and what supporting evidence is required for section E

## 1. Shining Star Award

This award aims to recognise individuals who have been in their role for 12 months or less and who are making a significant difference in their company or organisation. Judges will be looking for someone who stands out in their performance, demonstrates enterprise and initiative and a drive for self-improvement that has had a positive impact in their work environment. Nominations are welcome regardless of age or time spent with a company.

- Brief overview of individual and their role
- What significant difference have they made and what impact has it had on the business, summarising why they should win this award.
- Any other evidence to support this application may be given.

## 2. Employee of the Year Award

This award is open to individuals of any age. Judges will be looking for evidence of a nominee's continuous commitment to reaching their full potential through learning and personal development, which has made a positive contribution to the success of the organisation they represent. Individuals may make nominations, but judges will expect to see testimonials from colleagues and/or customers. Applications are welcome from the private, public and voluntary sector.

- Brief overview of individual and their role
- What significant difference have they made and what impact has it had on the business, summarising why they should win this award.
- Any other evidence to support this application may be given

## 3. The Green Business Award

This award is open to all businesses and organisations, regardless of size or activity, which have shown outstanding concern for the environment and can demonstrate a business commitment to environmental and social responsibility. Judges will be looking for evidence of practical measures adopted to increase environmental awareness, reduce waste and improve recycling rates, environmental efficiency, and community involvement, where appropriate.

- Brief overview of business or organisation
- What has the organisation/business done to demonstrate a commitment to environmental and social responsibilities?
- What impact has this had?
- What evidence do you have to support this?
- Any other evidence to support this application may be given

## 4. Customer Care Excellence Award

This award is open to all businesses and organisations, regardless of their size and area of activity. The judges will be looking for exemplary customer service, over and above usual expectations.

The winner will be able to demonstrate how the business has benefited from a commitment to customer care through the tracking of customer satisfaction levels and by how staff are trained and motivated to meet customer needs. Judges will expect to see a variety of testimonials from satisfied customers, and suppliers where appropriate

- Brief overview of business or organisation
- Give evidence of how you have achieved excellent customer care and the impact it has had on the business, with a minimum of 4 testimonials included.
- Any other evidence to support this application may be given

## 5. The www. Business Award

This award is open to all companies, regardless of size or activity.

The winner will have developed their business through the innovative use of online technology, but not necessarily through a public website presence. Judges will be looking for evidence that any nominated website has had a significant impact on the business, or for examples of increased efficiency, flexibility and profitability made possible by online technology solutions.

Judges will view all nominated websites.

- Brief overview of the company
- What innovative technology have you used and why?
- What impact has this had on the business?
- What evidence do you have to support this?

Any other evidence to support this application may be given.

## 6. New Business of the Year Award

This award is open to companies that have been trading for less than two years (Established May 2006) and which has made a successful entry into the business community.

The winner will show how their product or service has been developed into a growing company. They will be expected to show how their performance has matched their business plan and how the company strategy has contributed to its growth and success.

- Brief overview of company and product/service
- Brief business plan including objectives and targets
- Give examples of how your performance matched your business plan
- Any other evidence to support this application may be given

## 7. Small/Medium Sized Business of the Year Award

Open to all companies employing fewer than 50 people (FTE equivalent). The winner will be able to show a clear understanding of the markets in which it operates and have a structured business plan, evidence of goals set and achieved, a dedication to customer satisfaction and a commitment to staff training and development.

- Brief overview of company and product/service
- Brief business plan including objectives and targets
- Give examples of how your performance matched your business plan
- Any other evidence to support this application may be given

## 8. Innovation Award

Judges will be looking to recognise a new company, product or service developed since January 2006, which has made a positive contribution to the economy of Bedfordshire and Luton, or a public sector project that has had a beneficial impact on business in the area. Judges will be looking for evidence of efficiency savings, product take-up and customer testimonial where appropriate. Training and development strategies and community involvement will also be taken into account.

- Brief overview of company/product/service.
- What is the new company/product/service?
- What positive contributions have you made to the local economy?
- What evidence of savings, product take- up do you have?
- At least 3 testimonials must be included
- Show evidence of training and development and/or community involvement
- Any other evidence to support this application may be given.

## 9. Champions of Learning Award

This award is for an employer that has shown a positive and supportive approach to training their staff, making an impact on a person or group of people's lives by recognising that they have potential or untapped skills.

The judges will be looking for evidence of the impact training has had on both the individual(s) and the organisation, along with how the organisation has supported, mentored and developed staff to enable them to excel in their own expectations.

- Brief overview of company
- What has the organisation done to create an environment where a person or group of people have had the opportunity to reach their full potential?
- What impact has this had on the organisation?
- What impact has this had on the individual or group of people?
- Why should the company win this award?
- Any other evidence to support this application may be given.

## 10. Company of the Year Award

This award is the premier award, and will be presented to the business that can clearly demonstrate exceptional business achievement in terms of sustained growth and profitability over a period of time and which is recognised in its own industry. Particular attention will be given to every aspect of the business so that the judges can assess the reasons behind the success that has been achieved.

Applications will be considered from any sector of business and the submission must be a very detailed company profile with as much data as possible so as to give support to the entry for this prestigious award.