



*Benefiting the BBB Education Foundation*

**2009 AWARDS FOR EXCELLENCE  
NON-PROFIT APPLICATION**

**HOW TO APPLY...**

**Eligibility**

All applicants must be current accredited charities 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, a panel of independent 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 6, 2009, at the InterContinental Hotel. Tickets to the luncheon are \$80 for members.
- A portion of the funds raised supports the BBB Education Foundation consumer education programs.
- 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:** If available, provide copies of three (3) thank you notes or complimentary statements from clients, funders or businesses.

**Step 4:** Provide examples of what sets you apart.

**Step 5:** Complete the Compliance Statement

***Deadline for Applications... February 13, 2009 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@bbbhou.org](mailto:awards@bbbhou.org)

**Questions?** Contact Candice Twyman at (713) 341-6141 or [ctwyman@bbbhou.org](mailto:ctwyman@bbbhou.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 13, 2009**.

### **Compliance Statement:**

**I understand that by signing this application I certify our compliance with federal, state and local laws and regulations governing our organization. Any misstatement of material fact may justify recession of the award. We agree to abide by the BBB guidelines for referencing the BBB Awards for Excellence in any advertisement or public announcement. All submitted entries become property of the BBB and cannot be returned.**

**Name (Please Print)** \_\_\_\_\_

**Title** \_\_\_\_\_

**Signature** \_\_\_\_\_

**Date** \_\_\_\_\_

**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**