



CHARLET BUSINESS RECOGNITION AWARD
NOMINATION FORM

Name of Business: _____

Address: _____

Name of CEO: _____

Phone Number: _____ Fax Number: _____

E- mail Address: _____

Name of Nominator (if different): _____

Phone Number: _____ Fax Number: _____

1. Type of Business: _____

SIC Code (if known): _____

Date Firm Founded: _____ In Jefferson Parish: _____
(date)

2. Number of employees in Jefferson Parish

2006 2005 2004 2003

*Number of FTE

*FTE= Full time equivalent. Example: 2 employees working 50% (20 hours) would equal 1 FTE.

3. Annual Sales/Revenue:

	2006 (estimate)	FY 2005	FY 2004	FY 2003
Total Sales/Revenues	\$ _____	\$ _____	\$ _____	\$ _____

4. Why should nominee be considered?

- a. List charitable work, civic involvement or innovative programs that have been implemented in Jefferson Parish. Please give details of dates of involvement, offices held and specific activities.

- b. List implemented strategies resulting in the company's growth.

- c. List any other activities or involvements that the task force should consider in its evaluation of this nominee.

Use additional pages if necessary. Please return to:

Jefferson Parish Economic Development Commission (JEDCO)
Attn: Margo M. Ruiz
Charlet Business Recognition Award
3445 N. Causeway Blvd., Suite 300
Metairie, LA 70002

Charlet Business Recognition Award

I. PURPOSE:

To give recognition to a business firm (or firms) for its contribution to the Jefferson Parish economy and community. The Charlet award was named in recognition of Billy Charlet, one of the original JEDCO Commissioners and a true community leader.

Previous Charlet Award Recipients:

- 1994 Award Recipient – David Guidry
Guico Machine Works, Inc.
- 1995 Award Recipient – Mark Whitfield, President
Cospolich Refrigeration Company
- 1996 Award Recipient – Bill Hammack
The Sunshine Pages
- 1997 Award Recipient – Sylvia Turner
Medtemps Incorporated
- 1998 Award Recipient – Harry Cole
Safari Car Wash
- 1999 Award Recipient – Margaret Pineda & Manuel Pineda
A.S.A.P. Printing & Digital Imaging
- 2000 Award Recipient – Joseph Dembrum, Jr. & Roy Simmons
Professional Construction Management Services, Inc.
- 2001 Award Recipient – Barry P. Edwards
Creative Presentations, Inc.
- 2002 Award Recipient – Patrick J. Rooney
Commercial Flooring & Mini Blinds, Inc.
- 2003 Award Recipient – Ruel R. Gober, Jr.
Ruelco Services, Inc.
- 2004 Award Recipient – David Robinson
Harbor Seafood & Oyster Bar, Inc.
- 2005 Award Recipient – Scott M. Burke
Loop Linen Service, Inc.

II. PROCEDURE:

- a. Candidates for the Charlet Business Recognition Award will be evaluated via blind review by a task force of the JEDCO Advisory Committee.
- b. The proposed award recipient selection must then be ratified by the JEDCO Board of Commissioners.

III. TIMING:

Deadline for applications: October 27, 2006

The Charlet Business Recognition Award will be presented in December at JEDCO's Annual Luncheon.

IV. ELIGIBILITY:

- a. Any firm may be nominated that generally meets the following guidelines or a small business that:
 - 1. Is headquartered in Jefferson Parish;
 - 2. Has been in business in Jefferson Parish at least 36 months;
 - 3. Has annual sales of under ten million dollars;
 - 4. Has fewer than 100 employees;
 - 5. Has a valid Jefferson Parish occupational license.
- b. Businesses may be nominated by a third party or they may nominate themselves.
- c. Award recipient will be subject to Dun & Bradstreet and criminal checks.

(Note: Task Force will evaluate a business firm's contributions to the economy and community relative to size of firm.)

**Charlet Business Award
2006 Time Table**

- By
September 30 - Distribute Nomination forms to:
Sponsoring organizations
Staff managers
JEDCO Commissioners
Jefferson Parish Council
Others
- November 1- Completed nomination forms due.
- November 6 - Mail packet of nominations to the Task Force Committee, which have been reviewed by staff for completeness and eligibility. Name will be “whited out.”
- November 16 - Task force determines award recipient.
- November 30 - Task force recommends award recipient to JEDCO’s Board of Commissioners for ratification.
- December - Award is presented.

Award recipient will be subject to verification of current occupational license.

Task force members agreed that award process will be based on simple, broad criteria and therefore will be somewhat subjective. This is an acknowledged feature of the process.