



**2015
Chamber of the Year Awards**

Be Recognized for Your Accomplishments...

Submissions for the **2015 Chamber of the Year** Awards are now being accepted. Please take the time to review the attached information.

The submission process has been simplified. We ask that you complete the attached forms and self evaluation statement. Should you send in additional information **the judges will only see the forms and self evaluation statement.**

Submission deadline is **April 3, 2015**

EVERY CHAMBER is eligible and we encourage all Chambers to consider submitting the requested information. Remember that you will be competing against other Chambers that are of the same size participating in similar activities.

If there are any questions, please contact Tracy Acorn, Manager, Chamber Services & Administration, at (780) 425-4180 or 1-800-272-8854, ext 3.

Good luck!

2015 Chamber of the Year Awards

REQUEST FOR SUBMISSIONS

Submission Deadline April 3, 2015

CATEGORIES

One award for the winner in each of the following categories will be presented at the Alberta Chambers of Commerce 77th AGM and Policy Session in Medicine Hat in May, 2015.

- I – Chambers with membership up to and including 50 members
- II – Chambers with membership between 51 and 100 inclusive
- III – Chambers with membership between 101 and 300 inclusive
- IV – Chambers with membership over 300

Membership is the number of members a Chamber has at December 31, 2014 for and has been reported to the Alberta Chambers of Commerce for the purpose of calculating that Chamber's membership fee.

To be considered, please complete the attached:

A **self-evaluation statement** describing your Chamber's key successes in 2014, (*minimum 500 words – maximum 1000 words*). **This self-evaluation statement is 50% of the judging criteria;** and,

Chamber Data Form

The criteria to be used for judging are attached for your information.



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CHAMBER DATA FORM

Please complete and return with your submission by April 3, 2015

Chamber name _____

Chamber president _____

Number of members on your Chamber board in 2014

Names of Chamber Committees	Number of Volunteers

(Please attach additional page if required)

Does the Chamber have paid staff? Yes No

If "yes" how many? (# of full-time) (# of part-time)

Senior staff person name _____

Senior staff person title _____

How many members did your Chamber have on December 31 of the following years
(Members are those which a Chamber has reported to the Alberta Chambers of Commerce for the purpose of calculating that Chamber's membership fee.)

	2014	2013

How many businesses were licensed/registered in your community?
(Please identify the source of this information.)

	2014	2013

How many representatives, including staff, attended the following meetings in 2014?

Spring Board of Directors' Meeting & MLAs' Dinner	
Provincial Conference & Policy Session	
Fall Board of Directors' Meeting & Deputy Ministers' Dinner	
Roundtables	



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CHAMBER DATA FORM

Please complete and return with your submission by April 3, 2015

Do you participate in the ACC Policy Committee?

Yes

No

How would you rate your local media coverage?
(1-5 - 1 being poor and 5 being excellent)

1-5

Did you submit any policies to the ACC in 2014?
If yes please list below.

Yes

No

Name of Policy

Did you work on any local issues?
If yes, please list below.

Yes

No

Local Issues

Please note: The submission process has been simplified. **Only the above forms and self evaluation statement will be made available to the judges.**

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JUDGING CRITERIA

The self-evaluation statement and the Chamber Data Form will be evaluated by the judges under the headings below. In completing the requested information, you should keep these headings in mind.

Self Evaluation Statement

Considering this Chamber's self-evaluation statement on their key successes, how much impact, *in your opinion*, did these successes contribute to this Chamber's effectiveness?

Advocacy

Considering participation in the policy committee and submissions to the ACC policy process and local issues, how active and effective, *in your opinion*, is this Chamber in being an advocate for its members?

Membership

Using information provided on the Chamber Data Form, how are the membership numbers, in terms of growth and number of total businesses in the community, relative to those in the same size category?

Presentation

How well put together was this Chamber's submission comparing to those in the same size category?

Where no entries exist in a category, the Executive Committee of the Alberta Chambers of Commerce reserves the right to nominate a Chamber.