

**PROCESS FOR NOMINATING AN INDIVIDUAL, ORGANIZATION, OR BUSINESS FOR ANNUAL CELEBRATION OF THE STARS COMMUNITY AWARDS:**

**Chamber Annual Community Award nominations open in August and close in Early October each year. There shall be no more than three finalists per category.**

Any member of the public is entitled to nominate any member or non-member business, except your own.

- Self-nominations are not permitted.
- Nominations must fit with category criteria. Please refer to category descriptions for further detail.
- Award nominations may NOT come from the Board of Directors or Events Committee
- AWARD NOMINEES & FINALISTS: Businesses do not have to be a Chamber member to be nominated for an award or to become a finalist. The Chamber may contact nominees for further information.
- Award recipients may not be nominated in the same category for three years following their win but can be nominated and awarded in other categories. The Greater Ketchikan Chamber of Commerce reserves the right to limit the number of selected nominees in each category to no more than three.

**JUDGING AND NOTIFICATION**

- All nominations must be in writing using the approved form.
- After the nomination deadline all submissions are forwarded to a judging panel composed of members of the Chamber of Commerce Events Committee. Upon reviewing and researching the nomination submissions the judging panel narrows the nominations to three finalists per category.
- A ballot for each category is then received from each Events Committee member, ballots shall be voted on through Election Buddy.
- Following the tally of the Events Committee Votes, the proposed awardees are sent to an Executive Committee composed of three members of the Greater Ketchikan Chamber of Commerce Board of Directors, plus two members of the Events Committee. The Executive committee and Events Committee participants shall represent the best snapshot of the community and marketplace.
- Sponsors of awards do not have decision making authority for who the winner ultimately is.
- The recommendations of the Executive Committee are then sent to the Greater Ketchikan Chamber of Commerce Board of Directors for ratification.
- Identity of the award recipients are kept confidential until the night of the award, however all those who are nominated receive recognition and ancillary publicity prior to the event.
- Members of the judging panel, the events committee, The Board of Directors, their employees, or their families may not be nominated. Sponsors of an award cannot be nominated in their sponsored category.

**PROCESS FOR NOMINATING AN INDIVIDUAL OR ORGANIZATION FOR GRAND MARSHAL OF THE FOURTH OF JULY PARADE**

Chamber Annual Fourth of July Grand Marshal Award nominations open in late April or Early May and close in early June of each year.

**Nominee will be selected on the basis of his/her contributions to the quality of life in Ketchikan , through: civic and/or social services; humanitarianism; personal achievements in the areas of the arts, sports, etc.; or based on the distinction that he/she has brought to Ketchikan resulting from achievements elsewhere.**

- 1. Nominees should be a current or long term past resident of Ketchikan, Alaska.**
- 2. Nominees must be willing to act as Grand Marshal.**

**Any member of the public is entitled to nominate any person or organization, except your own.**

- Self-nominations are not permitted.
- Nominations must fit with category criteria.
- Nominators do not have to be a Chamber member to nominate a business, person, or organization for an award and award nominations may NOT come from the Board of Directors or Events Committee
- Award recipients may not be nominated for three years following their selection.

#### JUDGING AND NOTIFICATION

- All nominations must be in writing using the approved form.
- After the nomination deadline, which will be duly publicized, all submissions are forwarded to a judging panel composed of members of the Chamber of Commerce Events Committee which is composed of leaders from the community. Upon reviewing and researching the nomination submissions the judging panel narrows the nominations to three finalists.
- A ballot is then received from each Events Committee member, ballots shall be voted on through Election Buddy.
- Following the tally of the Events Committee Votes, the proposed awardees are sent to an Executive Committee composed of three Board of Directors plus two members of the Events Committee. The Executive committee and Events Committee participants shall represent the best snapshot of the community and marketplace.
- The recommendations of the Executive Committee are then sent to the Greater Ketchikan Chamber of Commerce Board of Directors for ratification.
- Members of the judging panel, their employees, or their families may not be nominated.