

# The Rough Notes Company

## Community Service Award for 2008

### Nomination Form

Deadline: December 31, 2007

Date: \_\_\_\_\_ / \_\_\_\_\_ / \_\_\_\_\_

#### I. Nominee Information *(required)*

Nominee:  Broker  Agent  Agency (please indicate one only)

Nominee Name: \_\_\_\_\_

(last)

(first)

(middle initial)

(designations - i.e. CIC, CPCU, etc.)

Agency Name: \_\_\_\_\_

Agency Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(State)

(ZIP)

Telephone: ( )

Fax: ( )

E-mail: \_\_\_\_\_

#### II. Community Service (Charity) Information *(required)*

Charity Name: \_\_\_\_\_

Charity Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(State)

(ZIP)

Charity Telephone Number: ( )

Fax: ( )

Charity Contact Person: \_\_\_\_\_

(Name & Title)

#### III. Community Service Project (Charity) Information *(required)*

Please explain why your nominee should be considered for the Community Service Award by providing the following information and documents:

1. Describe in detail your nominee's local, regional or national community service project or initiative, *including* the short-term *and* long-term impact on the specific community. (*Please detail only **one** service project per nominee.*)
2. Attach pertinent documents to support your nominee. This may include, but is not limited to, newspaper articles, citations, brochures, videos, CDs, press releases, testimonials or other information germane to this award.
3. Attach a letter from the community service project (charity) verifying *and* describing the foregoing.
4. Attach your nominee's resume or biographical information.
5. Attach any other pertinent information or documents that will aid in the selection of your nominee.

#### IV. Nominator Information *(required)*

Name of Nominator: \_\_\_\_\_

Agency or Company Name: \_\_\_\_\_

Address: \_\_\_\_\_

(Street or P.O. Box)

(City)

(State)

(ZIP)

Telephone: ( )

Fax: ( )

E-mail: \_\_\_\_\_

#### V. Filing Information

1. All nomination forms and supporting documentation must be received at The Rough Notes Company offices by December 31, 2007;
2. Incomplete nomination forms will not be considered;
3. Supporting documentation must accompany the nomination form;
4. All nomination forms and supporting documentation become the exclusive property of *Rough Notes* magazine;
5. No facsimiles or e-mails will be accepted;
6. Detail only one service project per nominee.
7. Send completed nomination form and supporting documents to:

**The Rough Notes Company**  
**Attn: Community Service Award**  
**11690 Technology Drive**  
**Carmel, IN 46032-5600**

# The Rough Notes Company

## 9TH ANNUAL COMMUNITY SERVICE AWARD FOR INDEPENDENT AGENTS

### Award Conditions and Prerequisites

**PURPOSE:** To recognize and award an independent insurance broker, agent or agency that has demonstrated extraordinary community service within his/her/their local, regional or national community. And, to present the winning community service project with a check in the amount of \$5,000 to help further its special cause(s).

**Criteria:** Nominees will be judged on their overall contribution (funds raised, people helped, volunteerism, etc.) to their community service project and/or initiative, and the positive impact (both short-term and long-term) that their efforts have made toward their community service project.

**Nomination Period:** Nominations will be accepted at the offices of *Rough Notes* magazine by U.S. mail, overnight delivery or hand delivery up to and including December 31, 2007. No nomination forms will be accepted after December 31, 2007. Please note that no facsimiles or e-mails will be accepted.

### Conditions:

1. Nominators must complete the nomination form in its entirety and provide all supporting documentation;
2. All nomination forms and supporting documentation must be received at the offices of *Rough Notes* magazine no later than December 31, 2007;
3. No facsimiles or e-mails will be accepted;
4. All nomination forms and supporting documentation become the *exclusive* property of *Rough Notes* magazine. Further, the nomination form and supporting documentation may be used at the sole discretion of *Rough Notes* magazine to publicize the award and award recipient, and to promote the Community Service Awards program;
5. A letter from the community service project verifying and describing the project *must* accompany the nomination form;
6. Incomplete nomination forms or nomination forms without supporting documents will not be considered;
7. Nominators may nominate themselves or their agency.

**Note:** Please detail only *one* service project per nominee.

**Selection:** Designated individuals from The Rough Notes Company and selected others will review all nomination forms and supporting documentation and select a winner and honorable mention recipients. The winner and honorable mention recipients will be honored at the 19th Annual *Rough Notes* Magazine "Marketing Agency of the Year" awards dinner in Indianapolis. A representative of the winning community service project will also be invited to attend this function to be honored and presented with a check.

### Awards:

1. The winning community service project will be presented with a check in the amount of \$5,000 in the name of the award recipient.
2. The winning broker, agent or agency and honorable mention recipients will be presented with a sculptured engraved eagle.
3. Honorable mention projects will receive a check for \$1,500 in the name of the award recipient.
4. *Rough Notes* magazine will publish an article to publicize the community service project, the award winner and the honorable mention recipients.
5. The awards dinner will be held in Indianapolis in late March 2008.

**Mailing:** All nomination forms and supporting documents are to be sent to or received at:

The Rough Notes Company  
Attn: Community Service Award  
11690 Technology Drive  
Carmel, Indiana 46032-5600

