2014 NextGen Professional of the Year

Nomination Packet

SELECTED *Independent* FUNERAL HOMES®

2014 NextGen Professional of the Year

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Nomination Instructions

CRITERIA

Nominees:

- Must be under 50 years of age as of February 1, 2014
- Must be an active employee at a Selected Independent Funeral Homes member firm
- May not be a former NextGen Professional of the Year winner.

A person may be nominated multiple years as long as he/she has not been a winner and continues to meet all the criteria. Multiple nominations for one person in a given year are accepted. However, judges prefer one complete nomination with letters of support instead of multiple nominations that contain duplicate information. As such, nominators of any duplicate nominations will be contacted in order to encourage consolidation of the Nomination Packet prior to judging.

JUDGING

Judging will be based on a 30-point scale with a maximum of 10 points for each of three main nomination sections. A panel of five (5) judges will individually read and score each nomination. Judges' scores will be combined by an independent reviewer with the nominee receiving the most points designated the winner. In the event of a tie, a panel of three (3) judges will be convened to re-evaluate the nominations. Judging will take place between October 15 and November 1. Judges will be asked to keep all names of nominees confidential.

The winning nominee's firm will be notified no later than November 15 in order to secure winner's attendance at the upcoming NextGen Seminar. The nominator also will be notified by November 15. Both the winning nominee's firm and nominator will be asked to keep the winner's name confidential. The winner will be announced, and the award will be presented at the Opening Reception/Dinner of the NextGen Seminar. In addition to an attractive physical award, the winner will receive a complimentary registration to attend the seminar.. The winner will be featured in *The Bulletin*, news releases and other appropriate mediums. Information from the nomination materials will be used in the production of news, feature and promotional materials associated with this award.

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NOMINATION TIPS

The award will be given based on merit and not on popularity or firm size.

Nominations should contain descriptions of specific accomplishments which demonstrate a nominee's business leadership/innovation, practitioner excellence, improvement/enhancement to their firm, involvement/activity within Selected Independent Funeral Homes and/or the funeral profession and community outreach work. Letter(s) of support in addition to the nominator's personal testimonial also are welcome but are not mandatory.

Nominations will be judged solely on the information provided in the submission. Therefore, the effectiveness of the nomination depends on the level of detail provided. Nominators should contact their nominee directly for information to include as well as to secure their acceptance of the Nominee Acknowledgement form. Be sure to provide specific examples of how and why the nominee is worthy of the NextGen Professional of the Year designation.

NOMINATION GUIDELINES

Submit a typewritten document following the page guidelines described on the Nomination Profile. If submitting a paper copy via mail, print on white paper, do not hole punch, staple or bind the sheets in any fashion and submit in a flat envelope.

A complete nomination packet should contain the following:

1. A completed Nomination Form
2. Typewritten pages providing the Nominee Profile information
3. A completed Nominee Acknowledgement Form

All documents for one submission must be received together. Nomination Packets must be received no later than Monday, October 7, 2013 for consideration.

YOU MAY MAIL OR EMAIL THE COMPLETED APPLICATION TO:

Selected Independent Funeral Homes
RE: NextGen Award
500 Lake Cook Road, Suite 205
Deerfield, IL 60015

info@selectedfuneralhomes.org

Nominations that do not adhere to the guidelines may be deemed ineligible.

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Nomination Form

NOMINEE CONTACT & BACKGROUND INFORMATION

Full Name _____

Current Title _____

Daytime Phone Number _____

Email _____

Date of Birth _____

Present Employer _____

Employer's Complete Address _____

_____

Employer's Phone _____

Education Background _____
List date(s), institution(s) and degree(s) earned

_____

_____

NOMINATOR CONTACT INFORMATION

Provide nominator's contact information here
OR check box if Self Nomination ☐

Full Name _____

Daytime Phone Number _____

Email _____

Present Employer _____

Address: ☐ Same as Nominee **OR** ☐ Different than Nominee _____

_____

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Nominee Profile

Please submit on separate pages.

CAREER ACHIEVEMENTS (10 POINTS)

1. List position(s) held and organization name(s) for the duration of nominee's career.
2. Describe specific examples of how the nominee has demonstrated business leadership and/or innovation during his/her career.
3. Describe specific examples of how the nominee has helped improve or enhance his/her firm.
4. Describe specific examples of how the nominee has demonstrated practitioner excellence during his/her career.

COMMUNITY/ORGANIZATION INVOLVEMENT (10 POINTS)

1. List board/membership activity including dates and positions held for Selected Independent Funeral Homes and/or other funeral service organizations.
2. Describe specific projects the nominee has been involved with that go above and beyond usual involvement.
3. List board/membership activity including dates and positions held for non-funeral service organizations.
4. Describe specific projects the nominee has been involved with that go above and beyond usual involvement.

AWARDS AND RECOGNITION (10 POINTS)

1. List award names and dates given to the nominee along with a brief description of what the award was for and by whom it was given.

REASON FOR NOMINATION

Describe why you believe the nominee should win this award, including your personal testimonial.

LETTERS OF SUPPORT

Letter(s) of support in addition to the nominator's personal testimonial are welcome but not mandatory.
Please attach any letters of support to the end of the completed Nomination Packet.

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Nominee Acknowledgement Form

Nominee must acknowledge that he/she is eligible and willing to participate in Selected Independent Funeral Home's 2014 NextGen Professional of the Year Award Program. The following form must be completed and returned with the Nomination Packet.

PLEASE INITIAL THE FOLLOWING STATEMENTS:

_____ I acknowledge that I am employed by a Selected Independent Funeral Homes member.

_____ I acknowledge that I will be under 50 years of age as of February 1, 2014.

_____ I acknowledge that the educational, career and community/organization achievements listed in the Nomination Packet are true to the extent of my knowledge.

_____ I acknowledge this Nomination Packet will be active for three years. I will be allowed to update the packet at any time.

_____ I agree that, should I win this award, the information contained in this Nomination Packet can be used in print and online stories associated with this program.

Nominee Name *(print)* _____

Nominee Signature_____

Date_____