



## ***BUSINESS FIRST'S*** **FORTY UNDER 40 AWARDS**

### **2014 APPLICATION INSTRUCTIONS**

***Please read the instructions thoroughly before completing the application. Applications that do not adhere to the guidelines may be deemed ineligible.***

#### **CRITERIA**

All nominees must:

- be under 40 years old as of May 23, 2014 (the date the special supplement is published)
- live and work in the Central Ohio region (Delaware, Franklin, Fairfield, Hocking, Licking, Perry, Pickaway, Madison, Morrow and Union counties)
- not be a former Forty Under 40 honoree.

A person may be nominated multiple years as long as he/she has not won the honor in a prior year and continues to meet all of the criteria. Multiple nominations for one person in a given year are accepted, but only one complete application with letters of support instead of multiple applications should be submitted per nominee.

#### **JUDGING**

Judging is based on a 30-point scale, with points allocated in four main nomination sections:

- Reason for nomination (5 points)
- Career achievements, two sections (10 points)
- Community involvement, two sections (10 points)
- Awards and recognition (5 points)

*Business First's* executive staff serves as the judging panel for this program. Six judges with diverse professions will individually read and score each nomination between March 3 and March 21. Candidates will be judged solely on the information provided. Judges' scores are combined, and the 40 highest-scoring candidates become honorees. Ties are broken by *Business First's* publisher and editor.

#### **NOTIFICATION**

All candidates and nominators will receive written acknowledgment of the final honoree selection during the week of April 1. The 40 honorees will be invited for a photo shoot and will be asked to complete additional information for a supplement to be published in the May 23 issue of *Business First*.

#### **APPLICATION GUIDELINES**

- Submit a typewritten document following the page guidelines on the application. You may type directly in the sample application. **Please include page breaks where noted and maintain page limits.** Type in Arial 10 or 11 pt black font. You may use bold font and/or underline sections of text to make them stand out. See Sample Application (pages 3-7) for formatting example.
- You may email or mail the completed application to *Business First*.
  - **If submitting a hard copy:** print one sided on white copy paper; do not hole punch, staple or bind the sheets in any fashion; submit in a flat envelope.
  - **If submitting by email (preferred):** keep the application background white; note the applicant's first and last name in the subject line; follow up prior to the deadline if you do not receive confirmation that we received your submission.
- Letters of support may be included at the end of the application, but are not mandatory. Address letters to "Members of the Selection Committee". Letters should contain relevant information not presented in the application. Limit three sources.
- Do not include pictures with the application.

- Do not submit newspaper/magazine articles, web images, documents written by or about the nominee, generic testimonials, or web links to find more information. You may reference those materials as accomplishments, etc., but we are looking for original content provided by the nominator in this application.
- A signed acknowledgement form from the nominee must be returned to *Business First* with the application. Have the nominee review and sign off on the application for accuracy. If emailing the final document, scan the signed acknowledgment page and submit with the application (either in the same envelope or as an email attachment).
- Nominees will be judged solely on the information provided. Please answer all application questions thoroughly.
- All documents, including letters of support, for one application must be sent together either as attachments in one email or together in one envelope, if mailing. The application page limit is 10 pages, including the acknowledgement form.

## **HELPFUL TIPS**

*Business First* receives hundreds of nominations for this program every year. Make your submission stand out by providing specific examples of how and why the candidate is worthy of a Forty Under 40 award. This application should contain descriptions of specific accomplishments which demonstrate a nominee's leadership in his or her career or profession; descriptions of local, regional and national recognition the nominee has received; and a description of the nominee's contribution to the community. Use letters of support to add new information or a personal story, not to reiterate basic information given in the application.

Submit a well rounded application. Applications heavy in one of the four judging areas tend to receive lower scores in the other areas. Judges look for major accomplishments both professionally and personally. Use information from a candidate's entire life. This award isn't just for recent accomplishments.

Answer all questions. Skipping a question will result in a zero score in that section and will surely drop the candidate out of contention. Contact us if you have questions about how to answer a section or question.

Applications will be judged solely on information provided in the submission, thus the effectiveness of a nominee depends on the level of detail provided to judges. Feel free to gather information directly from the nominee before you submit; they know their history better than anyone and may be able to add important bits of background information to round out the submission.

Since much of the nomination information needed is in list form, we encourage nominators to work together with the nominee to submit one complete application.

Review the entire application before submitting and/or have another person review it. Look for spelling and grammar errors, continuity of story and correct pagination.

Information from nominating materials could be used in the production of *Columbus Business First* news and feature stories associated with this program. Please provide accurate contact information for follow up.

## **SUBMISSION DEADLINE**

*Business First* must receive all applications by **5:00 p.m. on Friday, February 28**. Late entries will not be accepted.

### **Email:**

[mguiser@bizjournals.com](mailto:mguiser@bizjournals.com)

### **Mail or drop off during business hours (8:00 a.m.—5:00 p.m.):**

Columbus Business First  
c/o Mikalene Guiser  
303 W. Nationwide Blvd.  
Columbus, OH 43215

## **Background Information**

### **Nominee contact information:**

**Jonathan M. Doe (John)**  
ABC Company  
President

555 Any Street, Suite 1  
Columbus, OH 43215

614-555-5555  
jdoe@mail.com

**DOB:** 04/01/1979

**Current age:** 34

**Age on 5/23/2014:** 35

### **Education background:**

**2010** ABC Training, XX Certification

**2005-2006** City University  
MS, Major 2  
Graduated with honors

**1999-2004** State College  
BS, Major 1

### **Nominator contact information:**

**Jane Doe**  
ABC Company  
CEO

555 Any Street, Suite 1  
Columbus, OH 43215

614-555-5555  
janddoe@mail.com

Relationship: I am John's direct supervisor.

***Nominee Profile***

**Reason for nomination (5 points)**

Describe why you think the nominee is a candidate for the award. Include your personal testimonial.

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### Career achievements section (10 points)

1. List position(s) held and organization name(s) for the duration of his/her career.

**2007-2011** Title, ABC Company

**2007-2004** Title, ABC Company

<b>2001-2004</b>	Title, ABC Company
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2. Describe specific examples of how the nominee has moved to higher positions over his/her career. Include any professional development he/she has been involved in.

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**Community involvement section (10 points)**

1. List board/membership/volunteer activity with dates and position held.

<b>2007-current</b>	Volunteer, Nonprofit 1
<b>2009-current</b>	Volunteer, Nonprofit 1
<b>2007-2004</b>	Volunteer Manager, ABC Company
<b>2001-2004</b>	Member, Nonprofit Club 1
<b>2001-2011</b>	Member, Professional Organization
<b>2006-2008</b>	Board Member, Nonprofit 2
<b>2007-2008</b>	Board Secretary, Nonprofit 2
<b>2004</b>	ABC Company Team Capitan, Nonprofit fundraiser

2. Describe specific projects (outside of the candidate's profession) the nominee has been involved with that go above and beyond usual involvement.

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**Awards and recognition section (5 points)**

1. List dates and award/recognition names the nominee has received (either professionally or personally) with a brief description of what it was for and who it was given by.

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|-------------|---|
| <b>2013</b> | <b>XYZ Nonprofit, Volunteer of the Year</b><br>XYZ Company gives out one volunteer of the year award. Chosen from a pool of 100 candidates.                         |
| <b>2008</b> | <b>Media 1, Spotlight story</b><br>Media 1 spotlights a person each issue who is doing philanthropic work in the community.   |
| <b>2006</b> | <b>ABC Company, Employee of the Month Award (July)</b><br>ABC Company chooses one employee each month who has made outstanding contributions to the company.        |
| <b>2006</b> | <b>ABC Company, Rising Star Award</b><br>ABC Company chooses one employee who has made outstanding contributions to the company within the first year of employment |
| <b>2004</b> | <b>Media 2, Article</b><br>Media 2 wrote an article about when the nominee was named President of the company.  |
| <b>2001</b> | <b>My College, Alumni Newsletter Recognition</b><br>My College recognized John Doe in the college newsletter for exceptional professional work.                     |
| <b>2000</b> | <b>My College, State Championship, Tennis</b><br>Won state championship match versus #1 ranked high school player in the state.                                     |
| <b>2000</b> | <b>College League Award, All-American, Tennis</b><br>Received the state All-American award for achievement in sport and sportsmanship.                              |