The Rough Notes Company

13th Annual Community Service Award for 2012

Nomination Form

Deadline: December 31, 2011 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: ( ) E-mail: _____

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.
6. Incomplete nomination forms will **NOT** be considered.

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, 2011.
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 The Rough Notes Company.
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