



## Torch Award Guidelines

Entries for the BBB Torch Awards will be reviewed by a panel of judges independent of the Better Business Bureau staff and Board of Directors. Competition welcomes entries from businesses throughout the Eastern Washington, Northern Idaho, and Montana region provided they have a location or branch within the specified region. Entries must be submitted in English.

The judges may request additional information from the company or business regarding any of the four judging criteria. BBB Accreditation is not a requirement for entry. The company may not hold an unsatisfactory record with any BBB. If your company has been the object of major lawsuits, including class action suits, or government actions in the past three years, this information must be disclosed as part of your entry. Decisions of the judges are final.

1. Entries should include the completed entry form and a two-page summary that:
  - a. explains why your firm merits being a Torch Award winner;
  - b. highlights specific business and management practices relevant to the award; and
  - c. illustrates your firm's commitment to fair and honest conduct in the marketplace;
  - d. provides your firm's position regarding business integrity and ethical practices. This includes a formally adopted policy or mission statement.
2. Entries should be submitted on 8.5" x 11" paper, and the total entry is limited to a 2 inch, three-ring binder.
3. Use tabs to separate the binder into 4 sections corresponding to the judging criteria, and include materials (mission statement, company communications and publications, news media articles, company advertising, letters of recognition or commendation, customer testimonials, etc.) that demonstrate your company's strengths regarding each of the criteria. *Note: video, DVD's and CD media will not be reviewed by the judges.*
4. Please retain a copy of your complete entry and provide the business with a copy. All submitted entries become the property of the BBB and cannot be returned. If your business wins the Torch Award in the local market and chooses to move forward to the International Torch Award, the business will be required to forward four complete copies of the entry for the judges.

Entries are due in December of 2008. Please see your instructor for the exact date. Judging and winner notification will occur in January of 2009. The Torch Award Presentation Ceremony will be held in late February of 2009 and invitations will be sent to students of the winning companies. In order to determine that a company is meeting their financial obligations, judges may obtain a Dun and Bradstreet report.

Entries may be sent to the Better Business Bureau, Attn: Jan Quintrall, 152 S Jefferson, Ste 200, Spokane, Washington, 99201.

Enclose a self-addressed stamped postcard if you would like us to acknowledge receipt of your entry.