

## **2010 TOP NOTCH STANDARDS OF EXCELLENCE AWARDS PROGRAM APPLICATION INSTRUCTIONS**

January 15, 2010

To all Top Notch Apprenticeship Programs, Unions and Contractors:

The Top Notch Executive Committee, Board of Directors and the Statewide Business Development Committee is pleased to announce the inaugural Top Notch Standards of Excellence Awards Program. This newly established industry awards program is designed to recognize unions, apprenticeship programs and contractors who have excelled in the following award categories:

### **TOP NOTCH STANDARDS OF EXCELLENCE AWARD CATEGORIES:**

#### ***Top Notch Apprenticeship Excellence Award***

An independent, anonymous jury comprised of industry users, owners and other representatives will select one Joint Apprenticeship Training Committee to receive the Top Notch Apprenticeship Excellence Award. All applications must include:

- A completed Top Notch Apprenticeship Excellence awards application.
- A copy of the program graduation rates for the past five years.
- A list of references. Please see the application for more details regarding references.

#### ***Top Notch Union of the Year Award***

An independent, anonymous jury comprised of industry users, owners and other representatives will select one Union to receive the Top Notch Union of the Year Award. All applications must include:

- A completed Top Notch Union of the Year awards application.
- A copy of the Union Standards of Excellence.
- A copy of the Union Substance Abuse Program.
- A list of references. Please see the application for more details regarding references.

### ***Top Notch Contractor of the Year Award***

An independent, anonymous jury comprised of industry users, owners and other representatives will select one Contractor to receive the Top Notch Contractor of the Year Award. All applications must include:

- A completed Top Notch awards application.
- A copy of your company mission statement.
- A list of references. Please see the application for more details regarding references.

### **TOP NOTCH LABOR MANAGEMENT FOUNDATION AWARD:**

In true Top Notch spirit, the premier award will recognize excellence in Labor Management Partnership. The award given will be the ***Top Notch Labor Management Foundation Award***, recognizing Labor and Management Partnership as the true foundation of success in the union construction industry.

An independent and anonymous jury comprised of industry users, owners and other representatives will select one Labor Management Partnership to receive the Top Notch Labor Management Foundation Award. All applications must include:

- A completed Top Notch Labor Management Foundation awards application.
- More than one applicant with at least one applicant representing Labor and at least one applicant representing Management.

### **APPLICATION PROCESS:**

Please note ALL AWARD APPLICATIONS must be received by MARCH 19, 2010. Applicants can download award applications for each category at the Top Notch website at [www.topnotch.org](http://www.topnotch.org) or may request an application be mailed by calling Top Notch at 317-927-0499.

Applicants must submit all requested reference lists, including mailing addresses and email addresses, by the MARCH 19th deadline. Top Notch will forward a separate survey to each reference to be completed immediately following receipt of the reference list. All surveys must be returned in the Top Notch envelopes provided. *Failure to include references, or incomplete contact information for references, will result in the disqualification of the application submission.*

All submitted applications may be typed, printed or hand written legibly and must be postmarked by MARCH 19, 2010. For the purposes of maintaining legibility of all applications, please do not fax submissions to the Top Notch office. All applications should be mailed or hand delivered to:

**Top Notch of Indiana  
1828 North Meridian, Suite 121  
Indianapolis, Indiana 46202**

### **INDEPENDENT EVALUATION:**

*In order to maintain anonymity in the awards evaluation process, all references to company, union or apprenticeship program names should not be included in the responses to each of the narrative questions. Please limit your response to each question to 500 words or less. Any application not following these guidelines will result in the disqualification of the application submission.*

**AWARDS PROGRAM:**

The award recipients for each of the above awards will be recognized at the Top Notch Standards of Excellence Program to be held May 20, 2010.

**FOR MORE INFORMATION:**

For additional information, please contact the Top Notch office at 317-927-0499 or via email at [mdboyd@topnotch.org](mailto:mdboyd@topnotch.org).