



Top Notch 2026 Union of the Year Award

APPLICATION INSTRUCTIONS

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

Please note our applications have been updated. Please read all of the instructions before preparing your application.

QUALIFICATION FOR RECOGNITION: Applicants for the Union of the Year MUST:

- Currently be a member of the Indiana State Building Trades.
- Currently be financially contributing to Top Notch as a member. (Either via language in a collective bargaining agreement, through a contractor association or via an annual donation.)

BENEFITS ASSOCIATED WITH RECOGNITION AS TOP NOTCH UNION OF THE YEAR INCLUDE:

- Union mention in Media Release issued by Top Notch following the May awards program.
- Union mention in Full Page advertisement in the Indianapolis Business Journal
- Union mention in Building Excellence Follow Up Article
- Union mention in Top Notch Newsletter Article.
- Union mention and tag in Top Notch Social Media Posts.

TOP NOTCH UNION OF THE YEAR AWARD APPLICATION PACKAGE: Each application should include the following:

1) AWARD APPLICATION: A completed Top Notch Union of the Year award application.

2) MULTIMEDIA REQUIREMENT: At a minimum, all application submissions should include five photographs or images to support the text of the application.

All applicants are encouraged to consider the use of additional supporting forms of media, including PHOTOS, VIDEOS, or POWERPOINT PRESENTATIONS to respond to the application questions. However, such creative materials must be limited to five minutes in length and should be considered supporting materials to the written submissions. The applicant will not present such materials to the jury. The jury will review the materials independently.



Inclusion of photographs and additional supporting forms of media as part of an application authorizes Top Notch to use the material at the annual awards presentation, as well as in advertisements promoting the awards program.

3) REFERENCES: Please provide a list of references, including a minimum of five member references and five contractor references. Please provide accurate email addresses for each reference.

Top Notch will forward a separate survey to each reference to be completed immediately following receipt of the reference list. *Failure to include references, or incomplete contact information for references, will result in the disqualification of the application submission. Please note the judges pay particular attention to the response rate of the reference surveys. Top Notch encourages applicants to follow up with the references to ensure they are responding in a timely fashion.*

ADDITIONAL INSTRUCTIONS:

- All Applications should be limited to activities that have taken place in the past three years.
- Applications do not need to remain anonymous. Applicants should feel free to utilize the name of their organization in the submission.
- Each applicant will receive a feedback form completed by the jury outlining what worked well on their application and what could be improved for future cycles.

APPLICATION PROCESS:

Please note ALL AWARD APPLICATIONS must be submitted online at topnotch.org by April 9, 2026.

Applicants can download award applications for each category at the Top Notch website at www.topnotch.org. Applicants must submit all requested reference lists, including email addresses, by the deadline.

AWARDS PROGRAM:

The award recipients for each of the awards will be recognized at the Top Notch Standards of Excellence Program to be held May 14, 2026. Prior notice of recognition will not be given to the award recipients prior to the Top Notch Standards of Excellence Program.



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APPLICATION FORM

Please note ALL AWARD APPLICATIONS must be submitted online at topnotch.org .by April 9, 2026.

Union Name:

Contact Name:

Address:

City/State:

Phone:

Email:

Website:

Number of Union Members in 2025:

How does your program contribute financially to Top Notch of Indiana?

- ☐ We contribute as a result of language in our collective bargaining agreement.
- ☐ We belong to a Labor Management Partnership that contributes to Top Notch (also referred to as the Construction Industry Progress Council of Indiana or CIPC.) Partnership name:
- ☐ Other:



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APPLICATION SUBMISSION

Please review the Standards of Excellence for the Union of the Year Award Category.

A Top Notch construction union typifies a professional membership association that requires members to be the most skilled, productive and safe craftsmen for both their contractor and their customers/clients/end users. Top Notch Union Values include:

- *Top Notch Unions are committed to utilizing the skills, abilities and most innovative safety practices to gain a competitive advantage for our customers/clients/end users.*
- *Top Notch Unions are committed to maximizing on-site productivity and efficiency in an ever-changing industrial world, which in turn contributes to the overall stability of their projects and communities.*
- *Top Notch Unions are committed to a labor/management directed educational training that provides a skill level unparalleled in the construction industry.*
- *Top Notch Unions are committed to working in partnership with the clients/customers/end users to meet their site-specific regulatory and contractual responsibilities to maintain a safe, healthy, and sanitary workplace.*
- *Top Notch Unions are the committed leaders on their respective job sites, as well as in community programs such as Rebuilding Together, Habitat for Humanity and Helmet to Hardhats that again willingly demonstrate our commitment to local communities.*



Please describe how your union effectively applies the standards of excellence in this award category to **EACH** of the **FOUR** categories below:

Answers should be limited to programming or initiatives that have taken place in the past three years. Please limit your response in each category to 500 words or less. Any application not following this guideline will NOT be considered for an award.

I. UNION DEVELOPMENT AND GROWTH:

How has your union grown in the past three years? What types of results and outcomes have you created that showcase your growth? **PLEASE NOTE: MEASURABLE DATA**

OUTLINING YOUR GROWTH PATTERN DURING THE PAST THREE YEARS IS REQUIRED FOR THE APPLICATION. THIS SECTION WILL BE EVALUATED BASED ON THIS DATA.

II. MEMBERSHIP ENGAGEMENT:

How has your union improved membership services to increase membership value and secure retention?

III. INDUSTRY AND COMMUNITY INVOLVEMENT:

Contributing to our communities, building an image of a strong corporate citizen, participating in industry associations as a leader are important. Tell us about your construction industry and community involvement and what sets your role in the industry apart from your competition.

IV. SHARE YOUR UNION'S STORY

It is difficult to capture the totality of an organization in four questions. We are pleased to offer an open category that you may use to share your union's story. Tell us more about your union and/or an initiative that you are proud of. Consider including the following information:

- For new initiatives and programs, was this a one-time event or an ongoing initiative and what was your goal for this program?
- What was your approach to planning and implementation?
- How did/do you measure success? Be as specific as possible with results and metrics.

END OF APPLICATION