



2010 Awards Selection Information

Retailer of the Year and Vendor of the Year

PRSM's Awards Program is the most prestigious form of recognition for the Association's members and sets a standard of excellence for others to strive to achieve.

The Awards Committee has prepared this document to assist you in nominating an individual for the PRSM Association Retailer of Year and Vendor of the Year

The Selection Process

The PRSM Awards Committee is charged with selecting nominees for Retailer of the Year, Vendor of the Year, Volunteer of the Year, Service Excellence and any other awards deemed appropriate by the committee. Nominations for Volunteer of the Year and Service Excellence awards are accepted from Board, Committee and Staff members.

The Retailer of the Year and Vendor of the Year Awards are the association's most distinguished awards honoring excellence in performance in their respective workplaces. The process for selecting these awards is outlined below.

■ Recruitment /Applications

January 7. The Awards Committee announces that individuals are being sought for the 2010 PRSM Association Retailer of the Year and Vendor of the Year Awards. The committee encourages PRSM members to recognize colleagues for excellent performance in their workplace as retail facility maintenance professionals.

To this end, the committee is looking for individuals with impeccable accomplishments from a company and/or organization that have impacted the field of retail facility maintenance through innovation, operations or outstanding work performance within the industry.

February 1. Nominations are due. Members may self-nominate or be nominated by colleagues provided

Awards. Questions regarding the awards, nominations or selection process may be directed to members of the committee or to Jennifer Pratt, Staff Liaison at PRSM Association, jpratt@prsm.com or 972.231.9810.

Please note the February 1, 2010 nomination deadline.

his/her name is submitted on the official nomination form with the qualification information. Self-nominations may remain anonymous.

■ Screening

February 2-12. The Awards Committee will review each nomination as it is received. The committee may contact people who are familiar with the nominee to verify information provided. The committee will also determine if outreach to additional people is necessary.

The Awards Committee considers a broad range of viewpoints and experiences for the Retailer of the Year and Vendor of the Year nominees. Screening is based on criteria developed by the committee and such additional competency areas as:

- Character and positive industry reputation
- Considerable business acumen
- Demonstrated Leadership

■ Selection & Presentation

February 12. The Awards Committee selects the slate of nominees for the ballot and presents to the PRSM Board for approval.

February 19. Ballot email to all membership for voting.

March 5. Ballot Deadline.

April 20. Awards are announced and presented at the PRSM2010! Awards Ceremony.

Award: Retailer of the Year

■ Recognition & Criterion

Retailer of the Year is the Association's most prestigious award recognizing excellence of performance by a retail facility maintenance professional in their workplace.

Criterion to consider when nominating a Retail member for this award may include:

- Major accomplishment(s) within a member's company
- Contribution(s) to the industry through innovation within his/her company that should meet at least one of the following criteria to be eligible for an award:
 - Created a standard, within the last 3 years, by which many other Retailers now operate.
 - Created a standard having an environmental impact, inclusive of but not limited to: energy management, waste management or recycling.
 - Established customer service standards within their department that directly impact:
 - (a) the internal customer either at corporate, stores or satellite locations. The execution of a high level of customer service should directly impact the internal customer's ability to enhance the shopping experience for the end user, the customer. (Example: organized, communicated and managed a remodel project which resulted in minimal disruption at the store.)
 - (b) the external customer (the shopper) through programs and actions that directly impact the physical shopping experience at the store level.
 - Created a standard or practice for safety (not mandated by government regulations) which is recognized as worthy of best practices in the retail facilities industry.
- Began a social or community endeavor, in concert with their company, which has had a direct and positive reflection on the retail facilities industry.
- Displays professionalism, fairness, operational organization, etc. within his/her company.
- Displays integrity, character, and is recognized throughout the industry as having a positive professional reputation in the retail facilities industry.

Award: Vendor of the Year

■ Recognition & Criterion

Vendor of the Year is the Association's most prestigious award recognizing excellence of performance by a vendor/supplier/consultant to the retail facility maintenance profession in their workplace.

Criterion to consider when nominating a Vendor member for this award may include:

- Major accomplishment(s) within member's company.
- Contribution(s) to the industry through innovation within his/her company that should meet at least one of the following criteria to be eligible for an award:
 - Began an innovation within his/her discipline (i.e. plumbing, hvac, flooring, etc.) that has become a standard for best practices within the Retail Industry or within his/her discipline (i.e. ASHRAE).
 - Created a standard, within the last three (3) years, by which many other retailers now operate.
 - Created a standard having an environmental impact, inclusive of but not limited to: energy management, waste management or recycling.
 - Created a standard or practice for safety (not mandated by government regulations) which is recognized as worthy as best practices in the retail facilities industry.
- Began a social or community endeavor, in concert with their company, which has had a direct and positive reflection on the retail facilities industry.
- Displays professionalism, fairness, operational organization, etc. within his/her company.
- Displays integrity, character, and is recognized throughout the industry as having a positive professional reputation in the retail facilities industry.

Eligibility for Awards

- Nominees of this award must be current PRSM Association members in good standing having no outstanding Ethics violations.
- If self nominating, the nominee may be asked to provide verification of accomplishments by their immediate supervisor or PRSM member in same company.
- Nominees must be a PRSM member during the 2009 membership year.
- PRSM Board of Directors and Awards Committee members are not eligible for this award.
- All other PRSM Association members are eligible and may nominate any PRSM member.

Nomination Form

Please use this form to nominate yourself or a colleague for the 2010 PRSM Association Awards. You may nominate as many members as you like, please print as many copies of this form as you need to make your nominations.

THIS FORM MUST BE FAXED OR EMAILED TO THE PRSM ASSOCIATION OFFICE NO LATER THAN, MONDAY, FEBRUARY 1, 2010 TO BE ACCEPTED AS A NOMINATION. Please fax to 972-231-4081, mail to PRSM, 14850 Quorum #120, Dallas, TX 75254 or email to awards@prsm.com. If you have any questions call (972) 231-9810, ext. 120.

Your signature is necessary to be accepted as a valid nomination.

Please indicate the appropriate award for which you are submitting a nomination.

Retailer of the Year

Vendor of the Year

Instructions: Each nominee must be a PRSM Member in current standing. Clearly state, in a factual manner, the available information that supports the nomination. Supportive documentation may be attached. All nominations will be reviewed by the committee to ensure criteria have been met.

Nominee's Name:	
Company:	
Title:	
Nominee's Accomplishments: Achievements in the Retail Facilities Maintenance Industry	
Ways in which the Nominee has distinguished self in the Retail Facilities Maintenance Industry:	
Describe the Nominee's PRSM Association Leadership Activities:	
Ways in which the Nominee has supported the Retail Facility Industry:	
Provide any other information which supports why the nominee is deserving of the award:	
Submitted by:	
Company:	
Telephone/Email:	
Signature:	

2010 Awards Committee

Questions may be directed to any member of the committee.

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