

# Greater Rochester Chamber IGNITE Award

## Frequently Asked Questions

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### WHAT ARE THE ELIGIBILITY CRITERIA FOR THE GREATER ROCHESTER CHAMBER IGNITE AWARD APPLICANT?

- **Must be a Young Professional between the age of 21 to 40 years**
- Must work within the Greater Rochester Area (which includes Monroe, Genesee, Livingston, Ontario, Orleans, Seneca, Wayne, Wyoming and Yates counties).
- May be employed by either the for-profit or not-for-profit sectors.
- Should have a minimum of five years professional/business experience.
- May not be employees of the Greater Rochester Chamber of Commerce

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### CAN A GREATER ROCHESTER CHAMBER IGNITE AWARD CANDIDATE BE NOMINATED?

- Organizations, groups, boards, or individuals may nominate an individual between the age of 21 to 40 years for the IGNITE Young Professional Award.
- Nominators may separately submit more than one candidate for consideration.
- An applicant can self-apply as well

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### IS THERE A SPECIAL APPLICATION FORM?

- An easy-to-use online application form with instructions may be found at [greaterrochesterchamber.com](http://greaterrochesterchamber.com)
- For further assistance, please contact Cassidy Pendell at the Greater Rochester Chamber at [Cassidy.Pendell@GreaterRochesterChamber.com](mailto:Cassidy.Pendell@GreaterRochesterChamber.com)

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### HOW DO I COMPLETE THE APPLICATION?

- Fill out the online application form completely and accurately.
- An option to **attach up to 4 supporting documents** (i.e., resume, letter of recommendation, awards and accomplishments) is available online. Attachments should directly support the Greater Rochester Chamber IGNITE Award criteria.
- **For strongest consideration**, applicants or nominators are expected to provide **detailed** supporting information about the applicant/nominee's qualification, when submitting an application. Any additional information regarding the applicant/nominee that is not included within the submission and supporting documentation will not be considered as part of the selection process. Applicants/nominators are encouraged to provide as much information regarding the applicant/nominee's success, awards, contributions, and achievements in order to provide the best nomination possible.
- **If nominating, it is highly recommended that nominators review the nomination form with their nominee prior to submitting**

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### WHAT CAN I INCLUDE WITH THE APPLICATION FORM?

- The application form should include all information necessary for evaluation of the applicant and should be detailed.
- Up to 4 documents of articles, publications, letters of recommendation and/or supporting documentation may be included online
- Please note: **Resumes will NOT take the place of the application form, but may be used as a supporting document attached**

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### WHAT IS THE APPLICATION PROCEDURE?

- **All completed online application forms must be submitted on the website by the listed deadline. Late applications will not be considered**
  - Applicants are encouraged to confirm their submission by emailing Cassidy Pendell at [Cassidy.Pendell@GreaterRochesterChamber.com](mailto:Cassidy.Pendell@GreaterRochesterChamber.com)
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**HOW IS THE GREATER ROCHESTER  
CHAMBER IGNITE AWARD WINNER  
SELECTED?**

- The Greater Rochester Chamber IGNITE Award applications will be pre-screened to ensure all required information is included.
- Finalists are determined based on the award criteria, the level of detail in the application form submission, and supporting documentation provided by the applicant.
- Final selection of the Greater Rochester Chamber IGNITE Award winner is made by the Greater Rochester Chamber members consisting of a diverse group of leaders from the Greater Rochester area.

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**WHAT ARE THE EVALUATION  
CATEGORIES AND CRITERIA?**

**Applications will be evaluated based on the following:**

- **1) Professional Leadership:** Demonstrates excellence and leadership in their business or profession by listing their contributions and organizational impact.
- **2) Community Service:** Gives back to the larger community by their contribution and/or support by listing leadership roles in community organizations or service of benefit to the organization.
- **3) Personal and Professional Recognition:** Awards/Honors received for their work and contribution to the greater Rochester business community by giving a description and scope of their professional/business achievements, honors, awards and recognition
- **Please note:** Feel free to provide any additional information you feel is important for consideration of your nominee. List publications or articles supporting service to their profession, industry or community, recommendation letters, resume, etc. **(only up to 4 documents allowed).**

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**WHEN IS THE GREATER ROCHESTER  
CHAMBER IGNITE AWARD WINNER  
ANNOUNCED?**

- The award winner will be announced at the **Annual Greater Rochester Chamber IGNITE Award celebration**

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**IF I HAVE MORE QUESTIONS, HOW DO I  
GET MORE INFORMATION?**

- If you have any questions or need more clarification, please contact **Cassidy Pendell, Events Coordinator and Affiliate Liaison at [Cassidy.Pendell@GreaterRochesterChamber.com](mailto:Cassidy.Pendell@GreaterRochesterChamber.com)**