

Greater Rochester Chamber of Commerce

2019 IGNITE Future Leaders Award

Frequently Asked Questions

WHAT ARE THE ELIGIBILITY CRITERIA FOR AN IGNITE FUTURE LEADERS AWARD NOMINEE?

- **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, or current members of the Rochester Chamber Board of Directors.

WHO CAN NOMINATE AN IGNITE FUTURE LEADERS AWARD CANDIDATE?

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

IS THERE A SPECIAL NOMINATION FORM?

- An easy-to-use online nomination form with instructions may be found at www.GreaterRochesterChamber.com
- For further assistance, please call Shannon Ealy at the Rochester Chamber at (585) 256-4658 or email her at Shannon.Ealy@GreaterRochesterChamber.com.

HOW DO I COMPLETE THE NOMINATION?

- Fill out the online nomination 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 IGNITE Future Leaders Award criteria.
- **For strongest consideration**, nominators are expected to provide **detailed** supporting information about the nominee's qualifications when submitting a nomination. Any additional information regarding the nominee that is not included within the nomination submission and supporting documentation will not be considered as part of the selection process. Nominators are encouraged to provide as much information regarding the nominee's success, awards, contributions, and achievements in order to provide the best nomination possible.
- **It is highly recommended that nominators review the nomination form with their nominee prior to submitting**

WHAT CAN I INCLUDE WITH THE NOMINATION FORM?

- The nomination form should include all information necessary for evaluation of the nominee 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 nomination form**
- Please do not include binders, pictures or DVDs in the mail

WHAT IS THE NOMINATION PROCEDURE?

- **All completed online nomination form must be submitted no later than on **Monday, May 13, 2019**. Nominations received after this date will not be considered.**
- Nominators are encouraged to confirm their submission by emailing Shannon Ealy at Shannon.Ealy@GreaterRochesterChamber.com or call Shannon at (585) 256-4658

HOW IS THE IGNITE YOUNG PROFESSIONAL AWARD RECIPIENT SELECTED?

- The IGNITE Young Professional Award nominations 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 nomination form submission, and supporting documentation provided by the nominator.
- Final selection of the IGNITE Young Professional Award Recipient is made by the Rochester Chamber members consisting of a diverse group of professional leaders from the greater Rochester area.

WHAT ARE THE EVALUATION CATEGORIES AND CRITERIA?

Nominations 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).**

WHEN IS THE IGNITE YOUNG PROFESSIONAL AWARD RECIPIENT ANNOUNCED?

- The award recipient will be announced at the **1st Annual IGNITE Young Professional Award** celebration on **Thursday, June 13, 2019 at the Arbor at the Port – 5:00 p.m. to 8:30 p.m.**

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

- If you have any questions or need more clarification, please contact **Shannon Ealy, Sr. Manager, Marketing & Engagement, at Shannon.Ealy@GreaterRochesterChamber.com or call Shannon at (585) 256-4658.**