**Retailer of the Year Award**

The annual Retailer of the Year award is a prestigious recognition of a retailer in Maine who has met the highest standards of excellence in the past year by improving its sales, work environment for its employees, and the contribution of its resources to the community.

The Standards of Excellence:

* **Continued growth in the number of employees or sales.**
* **The commitment of company resources, including employees to community projects.**
* **Creation of a positive work environment for all employees.**

The economic well-being of Maine rests squarely on the success of its retail community, large and small, providing jobs, products, and services to consumers in Maine, across the United States, and around the world. Many retailers in Maine fully exemplify the Standards of Excellence for Retailer

of the Year.

Eligibility:

To be eligible, the nominated business must have its corporate headquarters in Maine. Subsidiaries of international corporations may also be nominated if the US headquarters is based in Maine and if they operate autonomously.

Anyone may nominate a business for the Retailer of the Year Award. The nomination may be made by the business itself, a government agency, a chamber of commerce, or interested individuals.

Criteria:

The Standards of Excellence are the criteria that will be used in judging the nominees for the annual Retailer of the Year Award. The following questions should be used as guidelines and examples for retailers as they prepare their submissions for nomination.

Demonstrated Success by:

***1. Continued growth in the number of employees and/or sales.***

Does the company have a clear mission statement that allows sustainable growth for itself and its employees? Do the company’s goals and objectives create incentives for sustained growth? Does the company’s marketing strategy keep up with a constantly changing marketplace?

***2. Commitment of company resources, including employees to community projects.***

Does the company engage in community relations and/or social responsibility initiatives?

***3. Creation of a positive work environment for all employees.***

Does the company involve its employees in operational policy creation? Does the company create incentives for employee participation and engagement in company and community projects? Do the company’s human resource policies provide for meaningful and continuing employee evaluation? Does the company encourage career development?

The award will be presented at the ***Retail Association of Maine Annual Summit and Awards Celebration.***

The screening committee may request additional information from nominators, references, or the nominated company for the judges’ consideration. All entries and supplementary materials will become the property of the Retail Association of Maine and will not be returned. Decisions of the judging committee are final.

**Submitting the Nomination**

 ***Previous Award Recipients***

**2014: Gifford’s Famous Ice Cream**

**2015: Sea Bags**

**2016: Day’s Jewelers 2017: Loyal Biscuit Co.**

**2018: Union Farm Equipment**

**2019: Fielder’s Choice Ice Cream**

**2020: All Retail Employees**

**2021: Lisa-Marie’s**

**2023: Hancock Lumber**

Nomination submissions should be completed as follows.

1) The Nomination Form

Please complete the below nomination form. Indicate the complete name of the company and known contact person.

2) The Statement

Please attach a narrative statement of up to 1,000 words that describes in detail, the company’s overall business model,

(as best as it can be described by the nominator). The statement should include information about the company’s relationship to each of the three Standards of Excellence.

The questions following the Standards in the criteria section of the nomination form can be used as a guide in preparing the narrative statement.

3) Accompanying Materials

You may submit appropriate supplemental materials that may assist in the evaluation process. Additional materials may include but are not limited, to samples of company policies, mission statements, company annual reports, employee newsletters, and program evaluation forms. All materials become the property of the Retail Association of Maine and will not be returned.

**ROTY, c/o Retail Association of Maine 45 Melville Street, Suite 1, Augusta, ME 04330**

**Or Email** **mari@retailmaine.org**

 **RETAILER OF THE YEAR**

NOMINATION FORM

**Nominee**

|  |
| --- |
|  |
| Company |
|  |
| Contact Person Title |
|  |
| Mailing Address |
|  |
| City/ST/Zip |
|  |
| Telephone E-Mail  |
|  |

 Website