ESOP Company of the Year – Helpful Ideas

Before you enter your submission in our online entry form, it is a good idea to gather your materials and prepare your entry. Below you will find an outline of the items you will need to provide for the entry form, and examples of the kinds of items you want to provide.

1. Submission Contact Information:
- Name of person submitting nomination
- Name of company submitting nomination
- Email address of person submitting nomination
- Phone number of person submitting nomination

2. Type of business
- Restaurant, manufacturer, etc.

3. Year your company ESOP was established

4. Number of employees in the ESOP

5. Name of the company being nominated

6. How has the value of the ESOP been maximized for the benefit of the employee owners?
   Possible examples to include:
- What is the objective of the ESOP as it relates to the benefit provided to the employee owners?
- List any specific and/or unique benefits the ESOP offers to employee owners.
- Does the company have a targeted amount it seeks to contribute to the ESOP each year? If so, has it exceeded that amount? How many times, and by what percentages?
- Does the company provide any ESOP benefits that go above and beyond legal minimums? For example, are employee owners allowed to vest more rapidly than required by law? Are employee owners offered faster or more extensive diversification options than what the law mandates?
- What is done to educate employee owners about the ESOP? How often does training occur? What do you do to make training clear and effective?

7. How does the company encourage employee owners to feel, act, and respond like owners? How has this benefitted the company resulted in the increased productivity and profitability of the company?
   Possible examples to include:
- What methods are used to establish your ownership culture and convey it to employee owners?
- Does the company have an ESOP Committee? (If so, describe the roles and responsibilities of committee, number of members, frequency of meeting, etc.)
- Does the company have an ESOP Employee Advisory Committee that is elected by employees?
- Does the company provide non-management employees a seat on the company Board of Directors?
- Does the company have a non-management employee serve as an ESOP Trustee?
- Do employee owners participate in company decision making in some way, such as electing members to the Board of Directors?

8. Has the company been active at the chapter or national level of The ESOP Association? Is the company active in the local Chamber of Commerce or other business groups? If so, provide examples. Possible examples could include information showing how the company:

- Hosted or sponsored state chapter events.
- Had one or more employee owners serve as a Chapter Officer or committee member. [Please list

the number of employee owners and how they were involved.]
- Participated in and/or had employee owners speak at chapter and national events and meetings.
- Submitted a poster for the Employee Ownership Month Poster competition?
- Participated in the Annual Awards of Communication Excellence (AACE) program.

9. What does the company do to promote the ESOP concept to the local community? What has the company done to educate elected officials about ESOPs? Potential examples:

- Has the company lobbied/contacted elected officials on ESOP issues?
- Has the company invited a member of Congress to visit your company? (If so, list who, when, and how often these invitations were made, if they were accepted, who was involved, how the meeting went, follow up, etc.)
- Has the company received media recognition as a great place to work?

10, 11, & 12. Submit photos or other supporting documents
- All standard document formats are supported
- Please keep each file 5 MB or less in size
- Include individual photos or photo collages
- Include any articles or other supporting documentation of ESOP activities

13. If you have a video or other media on the web, provide the link here.

Provide up to one link to any supporting material that resides solely on the web