

## Excellence in Family Business Awards

# Application

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This application is also available online at [business.oregonstate.edu/familybusinessonline](http://business.oregonstate.edu/familybusinessonline).

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Date

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Business Name

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Business Address

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Year Founded

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Contact Person

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Contact Title

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Telephone

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Email Address

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Website



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## Award Category: Family Harmony

Please indicate your level of agreement for each question below regarding family harmony.

	Don't Know	Strongly Disagree	Disagree	Partly Agree/ Partly Disagree	Agree	Strongly Agree
All family members are aware of the responsibilities and advantages of a family-owned business.						
Active family members have regular, well-attended and well-managed meetings.						
There is a clear and formal process for resolving business-related family conflict.						
At home, the business is portrayed neutrally or positively (not negatively).						
All family members are aware of the values on which the business was built.						
Both the family and the business are actively involved in the community.						

**In fewer than 200 words describe how the family develops and shares a common vision, builds trust and creates personal relationships across all family members, even those who do not work in the business. Be sure to reference the most critical family documents (e.g., family mission statement, family code of conduct, family constitution) and activities that your family uses in managing the family's work.**

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# Award Category: Business Renewal

Please indicate your level of agreement for each question below regarding business renewal.

	Don't Know	Strongly Disagree	Disagree	Partly Agree/ Partly Disagree	Agree	Strongly Agree
All family members know the advantages and disadvantages the business has over competitors.						
The yearly budget specifies short-and long-term business investment and growth strategies.						
There is a clear agreement between active family members regarding the best direction for future growth.						
Active family members are held accountable for goals by a board of directors or similar review group.						
The business has a team of legal and financial advisors that are regularly consulted.						
Monthly P&L statements are made available to all family members.						
All family members know which major customers are gained and lost each year.						
Active family business members share common assumptions about the strengths and weaknesses of their industry and markets.						
The business has a clear plan and philosophy regarding the sharing of the business equity, control and salaries (present and future).						
Active family members have clear, consistent retirement policies and plans that are separate from business operations accounts.						

**In fewer than 200 words describe the ways that your family ensures the business will be vital for generations to come. Be sure to describe the most critical documents (strategic plans, fire drills, buy sell agreements, board meeting agendas) and processes that are used to manage and protect the business.**

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# Award Category: Generational Development

Please indicate your level of agreement for each question below regarding generational development.

	Don't Know	Strongly Disagree	Disagree	Partly Agree/ Partly Disagree	Agree	Strongly Agree
Rules or guidelines are established regarding family participation in the business (e.g., education, work, experience, position availability and expectations).						
Employees receive performance-based awards and recognition.						
The lead executive runs the business in accordance with family values and ethics.						
A likely successor is identified and well known to the family and company.						
The successor has a clear developmental program.						
The successor has performed competently in a reasonable lead position.						
The successor's development includes thorough knowledge of the business' history, philosophy and strategic planning.						
Active family business members seek personal and professional growth through civic, industry and professional activities.						
A formal process exists for all family members to set personal goals and work plans.						
Formal and/or informal educational programs are available to acquaint all family members about the business.						

**In fewer than 200 words describe ways that your family builds connection to the young adults and children in the family and prepares them for future leadership roles in the family and, possibly, in the business. Be sure to reference the most critical documents (job descriptions, skill assessments, employment policies) and activities that your family uses to guide the leadership development of the next generation.**

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**Please answer the following questions about your family’s generational structure. Please note that ‘First Generation’ refers to the founding generation, while ‘Second Generation’ refers to the children of the founders, etc. Select all generations that apply for each question.**

	1st	2nd	3rd	4th	5th	6th
Which generations are shareholders?						
Which generations have management or leadership roles?						
Which generations are actively involved or working in the business?						

**Please indicate which of the following categories best fits the PRIMARY industry that your family business is involved in:**

- |   |   |   |
|---|---|---|
| <input type="checkbox"/> Accounting     | <input type="checkbox"/> Entertainment              | <input type="checkbox"/> Not For Profit     |
| <input type="checkbox"/> Agriculture    | <input type="checkbox"/> Environmental              | <input type="checkbox"/> Other              |
| <input type="checkbox"/> Apparel        | <input type="checkbox"/> Finance                    | <input type="checkbox"/> Publishing         |
| <input type="checkbox"/> Banking        | <input type="checkbox"/> Food & Beverage            | <input type="checkbox"/> Real Estate        |
| <input type="checkbox"/> Biotechnology  | <input type="checkbox"/> Forestry                   | <input type="checkbox"/> Recreation         |
| <input type="checkbox"/> Chemicals      | <input type="checkbox"/> Government                 | <input type="checkbox"/> Retail             |
| <input type="checkbox"/> Communications | <input type="checkbox"/> Healthcare                 | <input type="checkbox"/> Shipping           |
| <input type="checkbox"/> Construction   | <input type="checkbox"/> Hospitality                | <input type="checkbox"/> Technology         |
| <input type="checkbox"/> Consulting     | <input type="checkbox"/> Insurance                  | <input type="checkbox"/> Telecommunications |
| <input type="checkbox"/> Education      | <input type="checkbox"/> Logistics and Supply Chain | <input type="checkbox"/> Transportation     |
| <input type="checkbox"/> Electronics    | <input type="checkbox"/> Machinery                  | <input type="checkbox"/> Utilities          |
| <input type="checkbox"/> Energy         | <input type="checkbox"/> Manufacturing              |   |
| <input type="checkbox"/> Engineering    | <input type="checkbox"/> Media                      |   |

Please indicate the category that, in your opinion, best approximates how your business compares with other competitors in your industry over the most recent year:

	Lowest 20%	Next Lower 20%	Middle 20%	Next Higher 20%	Highest 20%
Total sales growth					
Total employment growth					
Total market share growth					

**Use this space to tell more about the history of your family business. Think about a key moment, legend or turning point in the development of the business that occurred in either the current or previous generations. It is likely to be a personal or ‘untold’ story that captures the essence of the family spirit and may not be widely known outside the family circle. (200 word limit)**

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**How did you hear about the Excellence in Family Business Awards?**

- Portland Business Journal
- Email
- Direct mail
- Austin Family Business Program website
- Social media (Facebook, LinkedIn)
- Oregon Business Magazine
- Business colleague
- Professional advisor (e.g., attorney, CPA)
- Family member

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Thank you for completing your application. Please review to make sure that you have answered all the questions and completed each of the required essays.

## Application Certification

**I certify that the information in this application is true and valid. I may be contacted for clarification or additional information.**

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Certifier Name

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Certifier Telephone

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Certifier Email

**Based upon the judges review of your application you will be considered in one of the following three categories.**

**Family Harmony** (e.g., family members actively work to build connections and create a shared purpose with one another)

**Business Renewal** (e.g., working to ensure the business is viable for future generations)

**Generational Development** (e.g., personal and professional development of the next generation family members in the business)

### Next Steps:

- \* We will confirm that we received your application and will follow up with you in early June to let you know if your family business has advanced to the final stage.
- \* All finalists will be required to deliver a 20 minute presentation to a panel of judges in Portland in June. Category winners will be determined by the judges.
- \* All finalists and winners will be honored at an awards ceremony in Portland in the Fall.

Please **mail** the completed and signed application to:

Austin Family Business Program

2751 SW Jefferson Way

Corvallis, OR 97331

**email to:** melissa.elmore@bus.oregonstate.edu

**fax to:** 541.737.5388

# **Educating and inspiring family businesses since 1985**



**Oregon State University**  
College of Business