



# Top Notch 2020 Union of the Year Award

## APPLICATION INSTRUCTIONS

An independent jury comprised of industry users, owners and other representatives will select one Union to receive the Top Notch Union of the Year Award.

**QUALIFICATION FOR RECOGNITION: Applicants for the Union of the Year MUST:**

- Currently be a member of the Indiana State Building Trades.
- Currently be financially contributing to Top Notch as a member. (Either via language in a collective bargaining agreement, through a contractor association or via an annual donation.)

**TOP NOTCH UNION OF THE YEAR AWARD APPLICATION PACKAGE:** Each application should include the following:

**1) AWARD APPLICATION:** A completed Top Notch Union of the Year award application.

**2) MULTIMEDIA REQUIREMENT:** At a minimum, all application submissions should include five photographs or images to support the text of the application.

All applicants are encouraged to consider the use of additional supporting forms of media, including PHOTOS, FLASH DRIVES, or POWERPOINT PRESENTATIONS to respond to the application questions. However, such creative materials must be limited to five minutes in length and should be considered supporting materials to the written submissions. The applicant will not present such materials to the jury. The jury will review the materials independently.

Inclusion of photographs and additional supporting forms of media as part of an application authorizes Top Notch to use the material at the annual awards presentation, as well as in advertisements promoting the awards program.

**4) REFERENCES:** Please provide a list of references, including a minimum of five member references and five contractor references. Please provide accurate email addresses for each reference.



Top Notch will forward a separate survey to each reference to be completed immediately following receipt of the reference list. *Failure to include references, or incomplete contact information for references, will result in the disqualification of the application submission. Please note the judges pay particular attention to the response rate of the reference surveys. Top Notch encourages applicants to follow up with the references to ensure they are responding in a timely fashion.*

#### **ADDITIONAL INSTRUCTIONS:**

- All Applications should be limited to activities that have taken place in the past 12 months.
- Applications do not need to remain anonymous. Applicants should feel free to utilize the name of their organization in the submission.
- Each applicant will receive a feedback form completed by the jury outlining what worked well on their application and what could be improved for future cycles.

#### **APPLICATION PROCESS:**

Please note ALL AWARD APPLICATIONS must be postmarked by MARCH 27, 2020. Applicants can download award applications for each category at the Top Notch website at [www.topnotch.org](http://www.topnotch.org) or may request an application be mailed by calling Top Notch at 317-927-0499. Applicants must submit all requested reference lists, including email addresses, by the MARCH 27<sup>th</sup> deadline.

All submitted applications may be typed, printed or hand written legibly and must be POSTMARKED by MARCH 27, 2020. For the purposes of maintaining legibility of all applications, please do not fax submissions to the Top Notch office. All applications should be mailed or hand delivered to Top Notch of Indiana, 1828 North Meridian, Suite 121, Indianapolis, IN 46202.

#### **AWARDS PROGRAM:**

The award recipients for each of the awards will be recognized at the Top Notch Standards of Excellence Program to be held May 14, 2020. Prior notice of recognition will not be given to the award recipients prior to the Top Notch Standards of Excellence Program.



# **Top Notch 2020 Union of the Year Award**

## **APPLICATION FORM**

Union Name:

Contact Name:

Address:

City/State:

Phone:

Email:

Website:

How does your program contribute financially to Top Notch of Indiana?

- ☐ We contribute as a result of language in our collective bargaining agreement.
- ☐ We belong to a Labor Management Partnership that contributes to Top Notch (also referred to as the Construction Industry Progress Council of Indiana or CIPC.) Partnership name:
- ☐ Other:



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## APPLICATION SUBMISSION

Please review the Standards of Excellence for the Union of the Year Award Category.

*A Top Notch construction union typifies a professional membership association that requires members to be the most skilled, productive and safe craftsmen for both their contractor and their customers/clients/end users. Top Notch Union Values include:*

- *Top Notch Unions are committed to utilizing the skills, abilities and most innovative safety practices to gain a competitive advantage for our customers/clients/end users.*
- *Top Notch Unions are committed to maximizing on-site productivity and efficiency in an ever-changing industrial world, which in turn contributes to the overall stability of their projects and communities.*
- *Top Notch Unions are committed to a labor/management directed educational training that provides a skill level unparalleled in the construction industry.*
- *Top Notch Unions are committed to working in partnership with the clients/customers/end users to meet their site-specific regulatory and contractual responsibilities to maintain a safe, healthy, and sanitary workplace.*
- *Top Notch Unions are the committed leaders on their respective job sites, as well as in community programs such as Rebuilding Together, Habitat for Humanity and Helmet to Hardhats that again willingly demonstrate our commitment to local communities.*

With the Top Notch Standards of Excellence in mind, please respond to **EACH** of the **THREE** industry categories below. Suggested topics have been provided for each category. These are meant to simply be a guideline, not a requirement. Please provide examples of effective programming or operations that could be replicated by other unions. Answers should be limited to programming or initiatives that have taken place in the past 12 months. Please limit your response in each category to 500 words or less. Any application not following this guideline will NOT be considered for an award.



**I. UNION GROWTH:**

Suggested topics: Grooming a new generation of professional tradesmen prepared to meet the needs of today's owner, a unique approach to membership development, development of a diverse construction workforce, expanding membership services to enhance membership value.

**II. INDUSTRY AND COMMUNITY INVOLVEMENT:**

Suggested topics: Contributing to our corporate communities, building an image of a strong corporate citizen, participating in industry associations as a leader. How do you position your union as a corporate leader?

**III. PROFESSIONALISM:**

Suggested topics: Encouraging your membership to participate in journeyman upgrade training, development of new professional training programs and innovative approaches to improving trade efficiency How does your union work to meet the needs of our construction users and contribute to the growth of our entire industry?

END OF APPLICATION