

# AWARD APPLICATION FORM



Wednesday  
May 9, 2007  
6:00 PM



Royal Sonesta  
Hotel  
Cambridge, MA

*Honoring Massachusetts Family Businesses*

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**APPLICATION**  
**DEADLINE: April 10, 2007**

**Northeastern University Center for Family Business and the Family Firm Institute (New England Chapter) 2007 Massachusetts Family Business of the Year Award Application**

*Please help us honor the Family Businesses of Massachusetts whose innovative strategies and business practices have had a positive impact on the Massachusetts business community.*

**DIRECTIONS:** Please type or print the following sections. All information included in the form will be confidential and will be used only by the judges in selecting the winners. No disclosures will be made without the prior consent of the nominees.

**WHO IS ELIGIBLE?**

Any Massachusetts-based family-owned business that now includes, or has included, more than one generation, and whose policies and business practices have had a positive impact on business and the community.

**DEADLINE:**

All nominating forms and all accompanying materials **must be received by April 10, 2007** to be considered for the 2007 Family Business of the Year Award.

**WHO CAN NOMINATE?**

Nominations may be submitted by anyone. You may nominate your own company.

**CATEGORIES:**

- Less than 50 full-time employees
- 50 – 250 full-time employees
- More than 250 full-time employees

**Judging and Judging Criteria**

A panel of independent judges will evaluate and select the winners based on the following criteria:

- Business success
- Positive business and family linkages
- Multi-generational family involvement
- Contributions to the community and industry
- Innovative business practices or strategies

**Application Directions**

- Applications can be submitted by the nominated company or by associated parties
- Application submissions must be received by **April 10, 2007**
- Responses to questions must be submitted both in hard copy and electronically
- Limit question responses to 500 words or less
- Use 12 point New Times Roman font with 1.5 line spacing
- Electronic applications may be accessed at [www.nuffi.org](http://www.nuffi.org)

**Submissions**

**Please complete and return application and all materials by 4/10/2007 to:**

Attn: Ms. Debbie deCarvalho  
Northeastern University Center for Family Business  
101 Hayden Hall  
Boston, MA 02115-5000  
Email: [d.deCarvalho@neu.edu](mailto:d.deCarvalho@neu.edu)  
(617) 373-3718

**Category (Check One)**

- Less than 50 employees (full time)
- 50 – 250 employees (full time)
- More than 250 employees (full time)

**Section I: Applicant Information**

Company Name: \_\_\_\_\_

Company Address: \_\_\_\_\_

\_\_\_\_\_

Contact Person regarding this application: \_\_\_\_\_

Contact E-Mail Address: \_\_\_\_\_

Company Telephone Number: \_\_\_\_\_ Company Fax Number: \_\_\_\_\_

Company Web Address: \_\_\_\_\_

**Section II: About the Company**

Number of employees (FT): \_\_\_\_\_ (PT): \_\_\_\_\_ Year Founded \_\_\_\_\_

Company Industry: \_\_\_\_\_

Principal Product or Service: \_\_\_\_\_

Principal Owners: \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

Number of family members currently employed by the company (including those on board of directors):

\_\_\_\_\_

Number of generations actively involved in the company: \_\_\_\_\_

Number of generations involved since the company was founded: \_\_\_\_\_

Generation that currently runs the company: \_\_\_\_\_

Number of Company's current locations (please identify locations): \_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

\_\_\_\_\_

### Section III: Application Questions

Please answer each of the questions below, (500 words or less per question).

- 1) Why does your family business deserve to receive the NU/FFI 2007 Massachusetts Family Business of the Year Award?**
  - a) What is special about your family?
  - b) What is unique about your company?
  
- 2) How has your family business successfully linked your family with your business?**
  - a) Describe your family's involvement, quality of family relationships, commitment to the company, division of responsibilities, and how you balance work with home life.
  - b) Write about how control and ownership of the company has been transferred from generation to the present or, if a transfer has not yet taken place, write about the succession process that you plan to utilize.
  - c) Explain how your family's values and beliefs are incorporated into your business practices.
  - d) Describe the atmosphere in the company and the work environment. For example, what is special about the treatment of employees? Of customers?
  
- 3) How many generations have been involved in ownership and management?**

Describe or draw a family tree showing the generations of family members working in the business (past, present and those who may join in the future). Begin with the founder of the family business and include the names and ages of all current family members. Indicate the names of all family members in management (with titles).
  
- 4) Describe the impact your family business has had on the community, your industry and Massachusetts.**

Cite specific contributions, such as leadership, service, and financial support for civic, philanthropic, and industry organizations, and the names of the family members involved.
  
- 5) Has your family developed innovative or distinctive business practices that have helped your family business prosper from one generation to the next? Use examples.**
  
- 6) Give a brief history of your family business.**

Describe how the company started, how it has changed, the present, and a glimpse of the future.
  
- 7) Describe your company's growth in sales, employees, profits, number of locations, etc., since its founding.**

### Section IV: Additional Information Requested

Please provide the following information:

1. A company brochure or catalog
2. Photocopies of newspaper or magazine articles about your company
3. Photocopies of business-related and family photographs

## Submissions

**Return completed application and all materials by 4/10/2007 to:**

Attn: Ms. Debbie deCarvalho  
Northeastern University Center for Family Business  
101 Hayden Hall  
Boston, MA 02115-5000  
Phone: (617) 373-3718  
Email: d.deCarvalho@neu.edu

## Questions about your application or the Awards Program?

Contact:

Ted Clark, Executive Director  
Northeastern University Center for Family Business  
Phone: 617-373-7031  
Email: ted.clark@neu.edu.

or

Ed Tarlow, President  
Family Firm Institute New England Chapter  
Phone: 617-218-2000  
Email: etarlow@tbhr-law.com

For more information on the  
2007 Massachusetts Family Business of the Year Awards  
visit: [www.nuffi.org](http://www.nuffi.org).