



INSTRUCTION SHEET FOR FAMILY BUSINESS APPLICANTS

**COMPLETE APPLICATION PACKET MUST BE RECEIVED NO LATER THAN
JULY 6, 2009**

Please follow these instructions to apply:

1. Complete the Application Cover Sheet.
2. Complete the application (4 pages). It may be helpful to:
 - ▶ limit your answers to the space provided so that answers will be from one-half page to one page in length;
 - ▶ divide the questions among family members so each is responsible for one question;
 - ▶ ask nominators or employees to help in answering these questions.
3. Make 6 copies, collated and stapled, of the Cover Sheet and the application. These copies are for the judges; **no fancy folders or binders, please. Simple photocopies are what we request.**
4. *As part of your application, you are encouraged to include:*
 - a. a company brochure or catalog;
 - b. photocopies of newspaper or magazine articles about your company;
 - c. one or two photos of the following:
 1. *family* or *key employees* (please identify the people);
 2. *business* (please identify the people);
 3. *historical*, such as previous generations involved in the business (please identify the people, place, etc.).
5. Place the manila envelope along with all 6 photocopies of cover sheet and application in a large envelope and return to:

Montana State University
Montana Family Business Awards
College of Business
Reid 451
Bozeman, MT 59717-3040

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