



## AWARD WINNER SELECTION PROCESS

<b>STEP 1</b>	The Hispanic Business Initiative Fund (HBIF) and Hispanic Chamber of Commerce of Metro Orlando (HCCMO) receive nomination packages.
<b>STEP 2</b>	Each Don Quijote selection committee member receives a binder from HBIF and HCCMO staff containing all completed application packets.
<b>STEP 3</b>	Each Don Quijote selection committee member will individually judge and score the applicants based on specific criteria. In each award category, the score will be weighted based on the importance of each metric to that particular category.
<b>STEP 4</b>	HBIF and HCCMO staff will collect each committee member's scoring spreadsheets and tally each nominee's overall score. The top 33 percent of nominees in each category will go on to the semi-final round. If the top 33 percent equals less than 5 nominees, then the top 5 in the category will move on to the semi-final round.
<b>STEP 5</b>	The committee will convene and review the list of semi-final nominees. Each committee member will anonymously rank the semi-finalists in each category, on a simple scale of 1-5, and determine the top 5 semi-finalists in each category.
<b>STEP 6</b>	The committee will assess the 5 semi-finalists in each category. Each committee member will then anonymously vote for 3 finalists in each category. The 3 nominees in each category receiving the most votes will be the finalists.
<b>STEP 7</b>	After a final discussion each committee member anonymously votes for a winner in each category. If a nominee does not receive a majority vote, the selection committee will discuss the finalists and vote again until one nominee in each category receives a majority vote as winner.
<b>NOTES</b>	The Don Quijote Awards selection committee is chosen by the presidents and board chairs of HBIF and HCCMO. Each selection committee member will be required to sign a confidentiality agreement and a conflict of interest statement. Selection committee members are not permitted to submit nominations. In addition, the nominating party is kept anonymous from the selection committee.