



AWARD WINNER SELECTION PROCESS

STEP 1	The Hispanic Chamber of Commerce of Metro Orlando (HCCMO) and Prospera receive applications from award nominees. Applications are distributed to the selection committee for review.
STEP 2	Each selection committee member individually judges and scores the applicants based on the evaluation criteria. In each category, the score is weighted based on the importance of each metric to that particular category.
STEP 3	The committee's scoring spreadsheets are collected, and scores are tallied. 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.
STEP 4	The committee convenes and reviews the list of semi-final nominees. Each committee member anonymously ranks the list of semi-finalists, on a simple scale from 1-5. These votes are tallied and the top 5 in each category are presented to the committee.
STEP 5	The committee assesses the 5 semi-finalists in each category and each committee member anonymously votes again to select the top 3, in no particular order. After a final discussion, each committee member votes one last time for the winner in each category. A majority vote must be reached to select the winner.
NOTES	The Don Quijote Awards selection committee is chosen by the presidents and board chairs of HCCMO and Prospera. Each selection committee member is required to sign a confidentiality agreement and a conflict of interest release statement. Selection committee members are not permitted to submit nominations, and the nominating party is kept anonymous from committee members.