TO: All FCMA Members

RE: The Crane Awards - Employee Recognition Awards Banquet

DATE: January 15, 2013

The Crane Awards banquet has become one of FCMA’s most highly recognized events. This is the time when our members select and recognize outstanding employees. It is a great time to celebrate the accomplishment of these fine individuals who frequently go un-recognized for the dedicated work and service to our members businesses. The dinner has typically been held in September but will be moved to May 31 this year. The change in timelines is to prevent a close conflict of time between the Crane Awards and our new FCMA Summit scheduled for October 2-4.

First Coast Manufacturers Association would like to invite you to participate in a very special evening designed to honor YOUR outstanding employees. All members are encouraged to get involved. The banquet will be held from 6:30-9:00 PM, Friday, May 31, 2013, at the UNF University Center (12000 Alumni Drive, off Kernan). A special award will be presented to each recipient and each will be featured in the printed program, as well as the local media. There will be a local celebrity to bestow awards.

The Crane Awards Banquet was created to recognize outstanding employees of FCMA members’ firms who are employed in line or staff positions not above the level of supervision.

Each company establishes its own criteria to choose its award winners. Application and guidelines are included in this packet to assist you. If you need ideas on how to promote the program in your company, we will be happy to assist.

The number of awards each company can give is based on the size of the member company (Manufacturer or Partner). Please note that small companies are highly encouraged to participate. Companies can give team awards as well (maximum of 3 teams may be recognized per company; team size, no limit).

<table>
<thead>
<tr>
<th>No. of Employees</th>
<th>No. of Award Recipients</th>
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<tbody>
<tr>
<td>Up to 150</td>
<td>1</td>
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<tr>
<td>151 - 500</td>
<td>2</td>
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<tr>
<td>More than 500</td>
<td>3*</td>
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Please find enclosed Awardee Selection Suggestions, Awardee Information and Reservation Form. Deadline for receipt of applications is April 15, 2013 (no exceptions). We are excited about this very special banquet in its ninth year and look forward to your participation.

*Please contact the FCMA office for exceptions.
AWARDEE SELECTION SUGGESTIONS

With the necessity for continuous improvement and total customer satisfaction employees must strive to excel in all areas of their job. Qualities of excellence may include:

- Superior Work Ethic
- Performance Above and Beyond Expectation
- Eminently Good Results
- Increased Value
- Superior Dedication to Job or Project
- Community Outreach

For the “Crane Award” you may want to consider employees who have excelled in any of the following areas:

- Cost Avoidance
- Cost Savings
- Customer Service
- Innovation
- Problem Solving
- Product Development
- Productivity
- Quality
- Revenue Enhancement
- Safety
- Team Building
- Training
- Team Building
- Training

The above list suggests just a few areas appropriate for recognition--you may think of others. We can provide a copy from last year’s program. Distribute this information to individual departments and ask supervisors or employees to review their department and name their two most outstanding employees and why they were selected. A selection team can screen the list, if necessary, and then select the awardee. Your company makes the selection not FCMA. All names sent to the FCMA will receive an award.

AWARDEE INFORMATION

Write a description (100 words or LESS) why the awardee(s) was chosen to receive this award. This write-up will appear in the written program. HIGHLIGHT or UNDERLINE the ONE LINE of the description to be read as the recipient receives his/her plaque during the presentation ceremony. You may write a separate sentence for the awards ceremony if you desire. Just make sure it is highlighted or underlined so we can distinguish it from the program write-up.

When writing the description, please use terminology everyone can understand (as the audience may not be familiar with your type of business). Please TYPE the description before highlighting or underlining the ONE LINE you want read during the presentation.

Please make sure to include:

- NAME (Please indicate how he/she would like to have his/her name on the award certificate and also what his/her nickname is (if different from how it will appear on the plaque)
- TITLE
- ACHIEVEMENT (why he/she is receiving this prestigious award)

**SAMPLE**

**INDIVIDUAL AWARD**

Maria Denise Warren

In her capacity as Shop Floor Control/Production Control Coordinator, Maria has successfully established and maintained work order integrity on the production floor. The tracking and delivery of the product to all departments on time has been achieved through Maria’s hard work and superior work ethic. Dedication to her job and coworkers has made Maria one of Unipower’s most valuable assets.