**This form is for Explorer Recognition Applicants**.   
Download the form to complete and include in your application package. To be considered for 2024 recognition, your application package *must be submitted electronically no later than* *the last cycle deadline.*

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| **APPLICANT** | |
| Official Name: |  |
| Address: |  |

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| **SIZE AND LOCATION** | |
| Total # of Employees: |  |
| Total # of Sites: |  |

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| **AWARD CATEGORY** *(check one)* | |
| Service | Health Care |
| Education | Manufacturing |
| Nonprofit | Small Business  (≤ 500 employees) |

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| **INDUSTRIAL CLASSIFICATION** | | |
| List up to three of the most descriptive NAICS codes for your organization (see page 5). | | |
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| **CRITERIA USED** |
| Business/Nonprofit |
| Education |
| Health Care |

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| **OFFICIAL POINT OF CONTACT** | |
| Designate a person who can answer inquiries about your organization and the application. Questions from your organization and requests from the CAPE Program will be limited to this person and the alternate contact. | |
| **Name:** |  |
| **Title:** |  |
| **Telephone:** |  |
| **Email:** |  |
| **ALTERNATE OFFICIAL POINT OF CONTACT** | |
| **Name:** |  |
| **Title:** |  |
| **Telephone:** |  |
| **Email:** |  |

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| **ONE-SENTENCE DESCRIPTION** |
| Please provide a brief description of your organization to be used for publicity and recognition. |
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| **APPLICATION CYCLE** | |
| CCE has three assessment cycles for the Explorer Recognition (select one). | |
| Cycle 1: Application Due April 1 |  |
| Cycle 2: Application Due July 1 |  |
| Cycle 3: Application Due October 1 |  |

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| **APPLICATION FEE** |
| One Category - $3,600 |
| Two Categories - $4,200 |
| Three Categories - $4,800 |
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| CCE will send an invoice for payment. The application fee must be received by the application due date. |

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| **APPLICATION SUBMISSION** |
| To be considered for 2024 recognition, your complete award package must be submitted electronically to [hello@calexcellence.org](mailto:hello@calexcellence.org) no later than the third cycle deadline. |

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| **QUESTIONS** |
| California Council for Excellence  Email: [hello@calexcellence.org](mailto:hello@calexcellence.org)  Office: (858) 486 – 0400 |

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| **ORGANIZATIONAL STRUCTURE** | |
| 1. For the preceding fiscal year, the organization had | |
| up to $1 million  $1.1 million–$10 million  $10.1 million–$100 million  $100.1 million –$500 million  $500.1 million–$1 billion  more than $1 billion | in sales  revenue  budget |
| 1. Attach a line-and-box organization chart that includes divisions or unit levels. In each box, include the name of the unit or division and the name of its leader. | |

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| **KEY BUSINESS/ORGANIZATION FACTORS** |
| List or briefly describe where necessary the following key business/organization factors (we recommend using bullets). Please be concise but be as specific as possible. Provide full names of organizations (i.e., do not use acronyms). “Key” means those organizations that constitute five percent or more of your organization’s competitors, customers/users, or suppliers. |
| Main products and/or services and major markets |
|  |
| Key Suppliers/Partners |
|  |
| Key Competitors |
|  |
| Key Customers/Users |
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| Organization’s Financial Auditor |
|  |
| Fiscal Year (e.g., October 1–September 30) |
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| **SUBUNITS/PARENT ORGANIZATION** | |
| The organization is [blank] a larger parent or system. *(Check all that apply to full in the blank)* | |
| not a subunit | a division of |
| a subsidiary of | a unit of |
| controlled by | a school of |
| administered by | other |
| owned by |  |
| Parent Organization: | |
| Address: | |
| Total number of paid employees: | |
| Highest-ranking official: | |
| Job title: | |
| Attach a line-and-box organization chart(s) showing your organization’s relationship to the parent’s highest management level, including all intervening levels. In each box, include the name of the unit or division and its leader. | |

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| Briefly describe the major functions your parent or its other subunits provide to your organization, if appropriate. *Examples are strategic planning, business acquisition, research and development, facilities management, data gathering and analysis, human resource services, legal services, finance or accounting, sales/marketing, supply chain management, global expansion, information and knowledge management, education/training programs, information systems and technology services, curriculum and instruction, and academic program coordination/development.* |
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| Briefly describe the organizational structure and relationship to the parent. |
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| **SITE LISTING**  You may attach or continue your site listing on a separate page as long as you include all the information requested here. You may group sites by function or location (city, state), as appropriate. Please include the total for **each column** (sites, employees/faculty/staff, volunteers, and products/services). If different sites are located on the same campus (e.g., medical building and acute care hospital), please indicate that in the “Sites” column. *Please include a detailed listing showing* all *your sites.* | | | | | | | |
|  | Sites  *(Site Name/City/State or Country)* | **Workforce\*** *List the numbers at each site or use “N/A”* | | | | *List the % at each site, or use “N/A”* | **Relevant Products, Services, and/or Technologies** |
| **Employees** | **Staff** | **Faculty** | **Volunteers** | **Percent of** *(check one)*  **Sales**  **Revenue**  **Budget** |
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| Total: |  |  |  |  |  | **100%** |  |
|  | \*The term workforce refers to all people actively involved in accomplishing the work of an organization. The workforce includes paid employees (e.g., permanent, part-time, temporary, telecommuting, and contract employees supervised by the organization) and volunteers, as appropriate; it also includes team leaders, supervisors, and managers at all levels. | | | | | | |

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| **RELEASE STATEMENT AND SIGNATURE OF HIGHEST-RANKING OFFICIAL (HRO)** | | | |
| **Release Statement**  I understand that California Council for Excellence (CCE) will provide an electronic copy of our application to California Award for Performance Excellence (CAPE) Examiners for review. CAPE Examiners are asked to adhere to a Code of Ethical Conduct which is established to maintain the confidentiality of all Award application information. Examiners are required to safely maintain electronic records during review and destroy all application materials upon completion of the review process. If selected to receive recognition, my organization will share nonproprietary information on its successful performance excellence strategies with other California organizations at the annual CCE conference. | | | |
| **Ethics Statement and Signature of the HRO**  I state and attest that:   * I have reviewed the information provided by my organization in this application package. * To the best of my knowledge, this package contains no untrue statement of a material fact and omits no material fact that I am legally permitted to disclose and that affects my organization’s ethical and legal practices. This includes but is not limited to sanctions and ethical breaches. | | | |
|  | |  |  |
| **Signature** | | **Date** |  |
| **HRO Name:** |  | |  |
| **Job Title:** |  | |  |
| **Telephone:** |  | |  |
| **Email:** |  | |  |

Please select up to three NAICS codes most relevant to your organization’s products and/or services for the Application Form. For more information about the NAICS codes, go to <https://www.census.gov/eos/www/naics/>

**Code Sector**

111 Crop Production

112 Animal Production and Aquaculture

113 Forestry and Logging

114 Fishing, Hunting and Trapping

115 Support Activities for Agriculture and Forestry

211 Oil and Gas Extraction

212 Mining (except Oil and Gas)

213 Support Activities for Mining

221 Utilities

236 Construction of Buildings

237 Heavy and Civil Engineering Construction

238 Specialty Trade Contractors

311 Food Manufacturing

312 Beverage and Tobacco Product Manufacturing

313 Textile Mills

314 Textile Product Mills

315 Apparel Manufacturing

316 Leather and Allied Product Manufacturing

321 Wood Product Manufacturing

322 Paper Manufacturing

323 Printing and Related Support Activities

324 Petroleum and Coal Products Manufacturing

325 Chemical Manufacturing

326 Plastics and Rubber Products Manufacturing

327 Nonmetallic Mineral Product Manufacturing

331 Primary Metal Manufacturing

332 Fabricated Metal Product Manufacturing

333 Machinery Manufacturing

3331 Agriculture, Construction, and Mining Machinery Manufacturing

3332 Industrial Machinery Manufacturing

3333 Commercial and Service Industry Machinery Manufacturing

3334 Ventilation, Heating, Air-Conditioning and Commercial Refrigeration Equipment Manufacturing

3335 Metalworking Machinery Manufacturing

3336 Engine, Turbine, and Power Transmission Equipment Manufacturing

3339 Other General Purpose Machinery Manufacturing

334 Computer and Electronic Product Manufacturing

3341 Computer and Peripheral Equipment Manufacturing

3342 Communications Equipment Manufacturing

3344 Semiconductor and Other Electronic Component Manufacturing

335 Electrical Equipment, Appliance and Component Manufacturing

3353 Electrical Equipment Manufacturing

3359 Other Electrical Equipment and Component Manufacturing

336 Transportation Equipment Manufacturing

337 Furniture and Related Product Manufacturing

339 Miscellaneous Manufacturing

423 Merchant Wholesalers, Durable Goods

424 Merchant Wholesalers, Nondurable Goods

425 Wholesale Electronic Markets and Agents and Brokers

441 Motor Vehicle and Parts Dealers

442 Furniture and Home Furnishings Stores

443 Electronics and Appliance Stores

444 Building Material and Garden Equipment and Supplies Dealers

445 Food and Beverage Stores

446 Health and Personal Care Stores

447 Gasoline Stations

448 Clothing and Clothing Accessories Stores

451 Sporting Goods, Hobby, Musical Instrument, and Book Stores

452 General Merchandise Stores

453 Miscellaneous Store Retailers

454 Nonstore Retailers

481 Air Transportation

482 Rail Transportation

483 Water Transportation

484 Truck Transportation

485 Transit and Ground Passenger Transportation

486 Pipeline Transportation

487 Scenic and Sightseeing Transportation

488 Support Activities for Transportation

491 Postal Service

492 Couriers and Messengers

493 Warehousing and Storage

511 Publishing Industries (except Internet)

512 Motion Picture and Sound Recording Industries

515 Broadcasting (except Internet)

517 Telecommunications

519 Other Information Services

521 Monetary Authorities—Central Bank

522 Credit Intermediation and Related Activities

5221 Depository Credit Intermediation

5222 Nondepository Credit Intermediation

5223 Activities Related to Credit Intermediation

523 Securities, Commodity Contracts, and Other Financial Investments and Related Activities

5231 Securities and Commodity Contracts Intermediation and Brokerage

5232 Securities and Commodity Exchanges

5239 Other Financial Investment Activities

524 Insurance Carriers and Related Activities

525 Funds, Trusts, and Other Financial Vehicles

5251 Insurance and Employee Benefit Funds

5259 Other Investment Pools and Funds

531 Real Estate

532 Rental and Leasing Services

533 Lessors of Nonfinancial Intangible Assets (except Copyrighted Works)

541 Professional, Scientific and Technical Services

551 Management of Companies and Enterprises

561 Administrative and Support Services

562 Waste Management and Remediation Services

611 Educational Services

6111 Elementary and Secondary Schools

6112 Junior Colleges

6113 Colleges, Universities, and Professional Schools

6114 Business Schools and Computer and Management Training

6115 Technical and Trade Schools

6116 Other Schools and Instruction

6117 Educational Support Services

621 Ambulatory Health Care Services

6211 Offices of Physicians

6212 Offices of Dentists

6213 Offices of Other Health Practitioners

6214 Outpatient Care Centers

6215 Medical and Diagnostic Laboratories

6216 Home Health Care Services

6219 Other Ambulatory Health Care Services

622 Hospitals

623 Nursing and Residential Care Facilities

624 Social Assistance

711 Performing Arts, Spectator Sports, and Related Industries

712 Museums, Historical Sites, and Similar Institutions

713 Amusement, Gambling, and Recreation Industries

721 Accommodation

722 Food Services and Drinking Places

811 Repair and Maintenance

812 Personal and Laundry Services

813 Religious, Grantmaking, Civic, Professional, and Similar Organizations

814 Private Households

921 Executive, Legislative, and Other General Government Support

922 Justice, Public Order, and Safety Activities

923 Administration of Human Resource Programs

924 Administration of Environmental Quality Programs

925 Administration of Housing Programs, Urban Planning, and Community Development

926 Administration of Economic Programs

927 Space Research and Technology

928 National Security and International Affairs

999 Unclassified Establishments