

# Best Companies Group Outside's Best Places to Work

Company Participation Registration Form

REGISTRATION DEADLINE: February 24, 2012

Please complete the following information and submit this form by February 24th. Once Best Companies Group receives this form, you will be sent a confirmation email with detailed information about the survey process.

**Company Name:** \_\_\_\_\_  
(Name as it should appear in print)

**Legal Name of the Company:** \_\_\_\_\_  
(If different than listed above.)

**Federal Employer Identification Number (FEIN):** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**County:** \_\_\_\_\_

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Company Web site URL:** \_\_\_\_\_

**NAICS Code:** \_\_\_\_\_

**Industry:** \_\_\_\_\_

**Primary Contact** (This person will be the main contact for questions throughout the entire process and the recipient of all communications (via emails, letters, phone and Web site), employee surveys for distribution, feedback reports, etc.)

**Salutation:** \_\_\_\_\_

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Fax Number:** \_\_\_\_\_

**Email Address:** \_\_\_\_\_

**Secondary Contact** (This person will be the contact for questions if the primary contact is unavailable.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Email Address:** \_\_\_\_\_

**CEO, President, Manager, Etc.** (Highest-ranking position in the state of the nominated workplace.)

**Name:** \_\_\_\_\_

**Title:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_  
(No home addresses)

**City:** \_\_\_\_\_ **State:** \_\_\_\_\_ **Zip Code:** \_\_\_\_\_

**Direct Dial Phone Number:** \_\_\_\_\_  
(No home or cell phones please)

**Email Address:** \_\_\_\_\_

## Start Here!

### Best Companies Group Registration Information

Thank you for your interest in participating in the 2012 "Outside's Best Places to Work" program. Registration is simple, however we encourage you to read the participation information carefully before submitting your registration form.

To participate, all companies begin by filling out and submitting a registration form and faxing it to 717-236-6803.

Registration Deadline: February 24, 2012

Once the registration information is received by Best Companies Group, companies will receive a confirmation email (which will include additional instructions). Participation is free unless you need us to administer the survey via traditional paper surveys (fees are for printing, shipping and processing of the surveys). The fee is based upon the size of the company.

Number of Employees	# Employees Surveyed	Online Fee	Paper Fee (1)
15 - 24(2)	All	FREE	\$130
25 - 99	All	FREE	\$275
100 - 199	All	FREE	\$405
200 - 499	Up to 250(3)	FREE	\$485
500 - 2499	350(3)	FREE	\$585
2500 +	400(3)	FREE	\$740

**Online Survey**  
(Electronic)

**Paper Survey**  
(Hard Copy)

(1) A nominal non-refundable paper fee to cover the cost of printing, processing and shipping the paper surveys.

(2) To ensure the credibility of the information, companies with 15-24 employees must have an 80% (or better) response rate to be considered for the list.

(3) Employees are randomly selected.

Upon completion of the assessment process, all participating companies have the opportunity to purchase the results of the employee survey in the Employee Feedback Report.

Please read the Report Options page on the Web site.

Once the registration is received, Best Companies Group will send the company (according to the timeline):

The Employer Benefits & Policies Questionnaire (employer questionnaire)

A set of Employee Engagement & Satisfaction Surveys (employee surveys)

Survey instructions

Other supporting information

**IT Contact** (This person will be the contact for any technical systems questions regarding online surveys - for all employer questionnaires and online surveys for employees - regarding filtering, spam content, white-listing, etc.)

Name: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_  
(No home or cell phones please)

Fax Number: \_\_\_\_\_

Email Address: \_\_\_\_\_

**Marketing Contact** (This person will handle any marketing and/or public relations questions for your company.)

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Direct Dial Phone Number: \_\_\_\_\_  
(No home or cell phones please)

Email Address: \_\_\_\_\_

**Additional Company Information:** Total number of employees in the United States (excluding temporary/seasonal and per diem employees ).

Total Employees: \_\_\_\_\_ Full-time Employees: \_\_\_\_\_

Part-time Employees: \_\_\_\_\_

Online Survey (Electronic)

Paper Survey (Hard Copy)

#### Additional Survey Options

Does your company need surveys in another language? \*

Spanish-Latin American  Spanish-European  French  Chinese  Japanese  Other

\* Best Companies Group has the ability to survey employees in additional languages. For a fee we can provide the employee survey in another language. If your company needs surveys in a language other than English, please check the box above and you will be contacted with additional information.

Is your company interested in customizing the job role and department category demographics on the employee survey? (There is a fee for customizations)

Name of person completing this registration form:

Name: \_\_\_\_\_

Title: \_\_\_\_\_

Email Address: \_\_\_\_\_

Are you authorized to enter your company into this process:  YES  NO

**Commitment:**  I understand that by submitting this form, our company is entered into the "Outside's Best Places to Work" program. I am committing to meet all deadlines and complete both portions of the assessment process. If at any point we choose to withdraw from the process, we will notify a representative of Best Companies Group at 1-877-455-2159 immediately. Companies withdrawing after February 24, 2012 will incur a \$250 withdrawal fee in addition to the total fees incurred for any special requests (customization orders, language translations, paper survey processing, etc.) and the registration fee.

Please be aware that as part of the "Best" program, a certain threshold of employee survey responses must be received in order for the analysts to consider the survey data valid. If a company does not meet this threshold, their full consideration for the "Best" list may be jeopardized, even resulting in elimination. In the rare case a company's response rate is extremely low, a statistically valid Employee Feedback Report (if purchased) will not be presented.

**Submit this registration form  
by faxing it to 717-236-6803**

#### Participation fee:

Fees differ and are determined based upon the size of the company and whether or not you need us to administer the survey online or via traditional paper surveys.

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#### How did you hear about the program?

- Outside magazine - Ad  
 Outside magazine - Email  
 Outside magazine - Letter  
 Outside magazine - Direct mail piece  
 Outside - Web site  
 Outdoor Industry Association (OIA) - Email  
 OIA - Direct mail piece  
 OIA - Web site  
 Best Companies Group - Letter  
 Best Companies Group - Email  
 Best Companies Group - Phone call  
 Direct mail piece  
 Nominated by an internal employee  
 Other - Please describe

#### Did you participate last year?

Yes  No

**IMPORTANT:** If any of the contact information changes at any point in the process, please notify Valerie Thornburg at [valeriet@bestcompaniesgroup.com](mailto:valeriet@bestcompaniesgroup.com) immediately.

#### Best Companies Group▶▶▶

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