



January 10, 2005

Dear Irvine Business:

The City of Irvine wishes to recognize organizations that have integrated family friendly policies and programs into their business operations. We encourage you to review and complete the enclosed Family Friendly Business Award Nomination Ballot for your organization.

Last year, the City of Irvine was pleased to honor the following organizations for their outstanding family-friendly business practices:

Small Business:	Sonnet Technologies
Medium Business:	RBF Consulting
Large Business:	Ernst & Young
Honorable Mention:	Best Software

For 2005, three separate recognition awards will be presented based on business size. Previous winners are not eligible for award consideration during the two years following receipt of their awards. The 2005 award recipients will be recognized by the City Council at its evening meeting on **March 22, 2005**, and at the City of Irvine Family Friendly Business Forum the morning of **May 5**, also through press releases to local media.

Feel free to include information on any other programs and services that you provide. We recognize that smaller companies may not be able to offer a variety of programs and services, but hope they will use the narrative portion to expand on what sets them apart as a family friendly business.

Additional applications for the Family Friendly Business Awards are available at the City of Irvine Community Services Department (1 Civic Center Plaza, 949-724-6635), and on the City of Irvine's Child Care Web Pages at www.irvinechildcare.org.

Please mail, fax, or email your Family Friendly Business ballots by February 4, 2005 to:

Mail to: City of Irvine	Fax to: City of Irvine
Community Services Department	Child Care Coordination (949) 724-6608
Child Care Coordination	
PO Box 19575	Email: cengle@ci.irvine.ca.us
Irvine, CA 92623-9575	

Please call the City of Irvine at (949) 724-6635 if you have any questions. We look forward to hearing from you.

Sincerely,

IRVINE CHILD CARE COMMITTEE

CITY OF IRVINE • ONE CIVIC CENTER PLAZA • P.O. BOX 19575, IRVINE, CALIFORNIA 92623-9575 • (949) 724-6600

**2005 City of Irvine
Family Friendly Business Award
Nomination Ballot**

Company Name:	Address:
Contact Name:	Telephone Number:
Position:	E-Mail Address:
# of Employees in Irvine:	Total # of Employees All Locations:

Check the programs that apply to your organization and briefly describe them in the Comments column. Be sure to answer the question on the reverse side.

Dependent Care	YES	Comments
Child Care and/or Elder Care Referral Service		
On Site Child Care and/or Elder Care Center		
Emergency, Sick, and/or Mildly Ill Care		
Dependent Care Resources <ul style="list-style-type: none"> ▪ Books, videos, newsletters, etc. ▪ Workshops ▪ Handbook on Family Sensitive Policies ▪ Dependent Care Fairs 		
Hours & Scheduling	YES	Comments
<ul style="list-style-type: none"> ▪ "Paid Time Off" bank ▪ Paid Sick Leave for Family Illness ▪ Floating Holidays ▪ Flexible Work Schedules (telecommuting, compressed work week, job sharing, flextime) ▪ Additional Maternity Leave 		
Wellness Resources	YES	Comments
Onsite Wellness or Fitness Center		
Smoking cessation and/or weight loss programs		
Company sponsored sports teams		
Health club discounts		
Walking Groups		
Health Fairs		
Financial Assistance	YES	Comments
Insurance <ul style="list-style-type: none"> ▪ Medical, Dental, and/or Vision Insurance ▪ Mental Health Insurance ▪ Cafeteria Benefit Plan 		
Health Care Pre-tax Spending Account		
Dependent Care Pre-tax Spending Account		
Child and/or Elder Care Subsidies		
Adoption Expense Assistance		
College Scholarships/Tuition Reimbursement		
Helping Others	YES	Comments
Employee Volunteer Program		
Matching Gifts Program		
In-Kind Donations		
Sponsorship of Non-Profit Community Organizations		

Please complete the question on the back of this ballot.

What policies, programs and/or services do you offer that set you apart as a family friendly company?

**FEEL FREE TO SUBMIT ADDITIONAL INFORMATION THAT
CAN HELP DISTINGUISH YOUR COMPANY AS "FAMILY FRIENDLY"**

Return Ballot by mail, fax, or email no later than February 4, 2005.

Fax to: City of Irvine, Child Care Coordination: (949) 724-6608

Mail to: City of Irvine/Community Services/Child Care, P.O. Box 19575, Irvine, CA 92623-9575

Email to: cengle@ci.irvine.ca.us

For more information, please contact: Char Engle, Child Care Coordination Office (949) 724-6635