



## **CRITERIA & INSTRUCTIONS**

### **I. PURPOSE**

The Awards of Excellence was created to recognize and encourage outstanding Sales Agent and Broker members of the Greater San Diego Association of REALTORS®.

### **II. ELIGIBILITY**

Awards are voluntary and available to all individual REALTOR® Members of SDAR who have completed New Member Orientation and are otherwise members in good standing with no ethics violations during the award period.

Award sub-committee members and any winners for the past three years are not eligible for consideration.

### **III. AWARD PERIOD**

The award period is November 1 – October 31 each year.

### **IV. AWARD CATEGORIES**

The following are the various categories for the Awards of Excellence:

- 40 Under 40
- Affiliate of the Year
- Broker of the Year
- Commercial Broker of the Year
- Commercial Transaction of the Year
- Educational Achievement
- International Real Estate
- Office Manager of the Year
- Rookie of the Year
- REALTOR® of the Year

### **V. HOW TO APPLY**

Fill out an application at [www.sdar.com/awards](http://www.sdar.com/awards). All applications must be submitted by October 31, 2018.

### **VI. REVIEW PROCESS**

- Applications will be distributed to the Awards Committee, all nominees' names will be removed and replaced with a numeric identifier to allow questionnaires to be anonymous when calculating points

- There will be a minimum of three finalists selected in each category based on the written materials submitted. Once identified, the Awards Committee will interview each finalist and determine the winner in each category.
- The final review by the Awards Committee members will consist of an interview in person, or by conference call at nominee's option. This interview will be based on review of the nominee's previously submitted application. This committee will then determine the person most deserving of the honor.
- The winners in each category will be known only to the Executive Liaison, the Associations President and CEO, and shall be kept confidential.
- All finalists will be notified by the President (or designated staff member) of the Association no later than December 15th, and personally invited to attend the Installation Dinner in January for recognition. The winners and finalists will be announced that evening.

## **VII. AUDIT & VERIFICATION OF APPLICATIONS**

SDAR reserves the right to review any application for inaccuracies or misrepresentations.

## **VIII. NOTIFICATION OF ACCEPTANCE**

Once all applications have been received, confirmation notices will be emailed to applicants at the email address provided on the application. Please note, SDAR is not responsible for emails that are caught by the recipients' SPAM filter.

## **IX. APPEALING AWARDS RESULTS**

Applicants may contest results in writing to the Real Estate Circle of Excellence Awards Committee. Every effort will be made to review appeals prior to any publication; however, this may not be possible if received less than 2 weeks prior to production.

## **X. USE OF AWARDS IN ADVERTISING**

The use of SDAR Awards designations in advertising is reserved for **active** SDAR members in good standing and is permitted only upon receipt of Award Notification from SDAR. Guidelines for usage of awards are below:

- SDAR AWARDS FOR THE CURRENT AWARD YEAR shall, when used in advertising in print and on business cards, be identified as SDAR (award name) 2016.
- SDAR AWARDS GIVEN IN PREVIOUS YEARS, shall, when used in advertising, be identified with the designation of at least one of the years in which the award was earned. i.e.: award name, 2009.
- SDAR Members and their firms shall refrain from advertising the names of award nominees and/or winners until receipt of SDAR notification.

### **WHERE TO FILE:**

- By Email:** Completed and signed applications can be emailed to [clesniak@sdar.com](mailto:clesniak@sdar.com). Incomplete applications will not be accepted.
- By Fax:** (858) 715-8088. SDAR is not responsible for faxed applications that are not legible. It is the applicant's sole responsibility to make sure his/her application is received.
- By Mail/  
In Person:** Real Estate Circle of Excellence Awards Committee  
4845 Ronson Court, San Diego, CA 92111