



## Community Service Award Nomination Guidelines and Form

The Citrus Valley Association of REALTORS® Community Service Award recognizes REALTORS® who have made an extraordinary impact on their community, or on the national or world stage, through volunteer work. Instead of a simple application like the REALTOR® of the Year award, this application would include a story or letter.

### **Eligibility Criteria**

1. Nominees must be a CVAR REALTOR® member in good standing.
2. Current members of the Board of Directors shall not be eligible to apply.
3. Nominees should have contributed to a program that improves the livability of a community. The program's activities aren't limited to real estate or housing issues, and may include such things as crime prevention, youth mentoring, and homelessness prevention.
4. Nominees should have made a significant contribution of personal time, but contributions of money, materials, and other resources will be considered by the committee as well.
5. Nominees will be judged on level of personal contribution, impact of personal contribution, broadness of impact, and the project's suitability as a role model for other REALTORS®.
6. The award is intended to recognize individual contributions, not association- or company-wide efforts. If an individual within your company can be singled out as instrumental to the success of a group effort, he or she is eligible. If the achievements of two people (such as a married couple or co-founders of an organization) cannot be separated, they can enter as a pair and their entry will be considered as one.
7. Some portion of the nominee's community work must have taken place during the timeframe specified on the application form, but the committee will also consider ongoing efforts outside that timeframe that demonstrate a depth of commitment.
8. Nominees should be able to document the results of their individual involvement through published reports and/or testimonials from the organization they served or the people they helped.

Please return the essay, testimonial letters and the Nomination form to the Association office by fax to (909) 305-2833 or email Barbara Goldberg by emailing [barbara@cvar.net](mailto:barbara@cvar.net). **Forms must be submitted on or before October 17, 2014.**



**Citrus Valley Association of REALTORS®**  
**Community Service Award Nomination Form**

The recipient will be honored at our 2014 Holiday Breakfast and Installation on December 10, 2014.

I hereby nominate \_\_\_\_\_ as a candidate for Community Service Award recipient of the year.

Company: \_\_\_\_\_

**Essay and testimonial letters must accompany this application:**

The essay and the testimonial letters are the most valuable portions of the application for the nominating committee. The following tips provide insight into what the committee will be looking for and can help you submit the most effective essay:

1. Be as specific as possible. For example, give a close estimate of the number of hours volunteered, the number of people the nominee helped, the number of dollars raised, etc. Vague words like "countless" "incalculable" or even "thousands" are of very little use to the committee.
2. Don't rely on adjectives. Superlatives such as "kindest," "most dedicated," "most generous" — though most certainly true — they won't help the committee evaluate a nominee's achievements. Instead, describe something the nominee did that illustrates how kind or dedicated he or she is.
3. Don't be modest. If you are uncomfortable talking about your achievements, have someone else write the essay portion for you and/or provide detailed testimonials. Testimonials from someone you've helped are particularly valuable.

Focus on *your* accomplishments, not the organization's in general. The committee will need to evaluate the impact that the nominee has personally made. Don't make the mistake of emphasizing only how much good the organization has done; instead, focus on what the nominee has done for the organization

Other: \_\_\_\_\_

Submitted By: \_\_\_\_\_

E-mail: \_\_\_\_\_

Date: \_\_\_\_\_