



**GREATER SAN DIEGO ASSOCIATION OF REALTORS®**  
**2016**  
**OFFICE MANAGER OF THE YEAR**

**APPLICATION DEADLINE: DECEMBER 1, 2016**

**REQUIREMENTS:** Member in Good Standing | No Ethics Violations  
 Must be certified by broker, if not previously designated

**NOMINEE:** \_\_\_\_\_ **MEMBER #:** \_\_\_\_\_

**COMPANY:** \_\_\_\_\_

**ADDRESS:** \_\_\_\_\_

**CONTACT PHONE:** \_\_\_\_\_ **E-MAIL:** \_\_\_\_\_

**ACHIEVEMENTS & CONTRIBUTIONS**

Please describe your participation in each area of involvement during the period from **November 1, 2015 - October 31, 2016**.  
 Completion of all sections required.

**1. LOCAL ASSOCIATION ACTIVITIES** (local association offices and committee work; special assignments; seminar activity and education work; membership and offices held in local chapters, institutes, etc.) **20% weighted**

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**2. STATE ASSOCIATION ACTIVITIES** (state association offices and committee work; attendance and participation at state conventions, director meetings, education conferences, etc.) **10% weighted**

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**3. NATIONAL ASSOCIATION ACTIVITIES** (national offices and committee work; membership and work in institutes; attendance at national conventions, director meetings, etc.) **5% weighted**

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**4. RECRUITING, COUNSELING, AND TRAINING** (programs initiated to recruit and retain agents, demonstration of agent support, etc.)

**25% weighted**

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**5. COOPERATION WITH OTHER OFFICES & REALTORS®** (demonstration of collaboration within the industry)

**15% weighted**

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**6. EDUCATION** (designations and certifications earned related to the industry; courses taken at SDAR in the past year; trainings or workshops attended, etc.)

**15% weighted**

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**7. POLITICAL ADVOCACY** (participation in activities or events supporting legislation regarding real property rights, supporting candidates or campaigns that promote industry goals or housing opportunities, etc.)

**10% weighted**

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**E-MAIL COMPLETED FORM**

**RETURN TO:**

**REAL ESTATE CIRCLE OF EXCELLENCE AWARDS COMMITTEE**

Greater San Diego Association of REALTORS®

4845 Ronson Court, San Diego, CA 92111

E-mail: [awards@sdar.com](mailto:awards@sdar.com) | Fax: 858.715.8088

**CRITERIA AND INSTRUCTIONS AVAILABLE ONLINE AT [WWW.SDAR.COM/AWARDS](http://WWW.SDAR.COM/AWARDS)**