



**Frederick County Association of REALTORS®
2017 Award Guidelines
Deadline: March 1, 2018**

1. Individual FCAR awards are: **REALTOR® of the Year, Affiliate of the Year, Community Service and Rookie of the Year.**

NOTE: A separate process will be used for the annual Maryland Community Service and REALTOR Excellence (CARE) Award.

2. Applicants must be a primary dues-paying member in good standing with the Frederick County Association of REALTORS® during the award year.

The period covered is January 1 – December 31, 2017.

The FCAR Board of Directors judges the submissions except where indicated. If applicant wishes to highlight previous year accomplishments, these accomplishments should be clearly separated from current year's achievements.

3. No one candidate may be submitted for, nor may receive, more than one award in any one year.
4. No one candidate may receive the same award in two consecutive years, but may receive the same award in non-consecutive years.
5. Any member may nominate any other FCAR member for any of the awards. Nominee's Broker/Manager must sign form.
6. Rookie of the Year: Nominees eligible only if licensed by the Commission for 4 years or less as of December 31 of the year for which he/she has been nominated.
7. Affiliate of the Year: Nominees must be an Affiliate member who is not a REALTOR® but contributes much to our industry. Nominees are informed and complete an entry form for judging. Judging is conducted by the Membership Committee.
8. Judging for all awards will be completed by the Board of Directors with the exception of the Affiliate of the Year (see #7 above).



OFFICIAL ENTRY FORM
Frederick County Association of REALTORS®
2017 AFFILIATE OF THE YEAR

*A Nominee is eligible only if he/she is an Affiliate member of the Frederick County Association of REALTORS®

Nominee: _____

Office: _____

Address: _____

The lenders, title companies, attorneys, inspectors, appraisers, surveyors and many others who provide products and services to our industry are sometimes overlooked. There are always a few of these people who seem to do a little more, go the extra mile, and are always there to lend a helping hand.

Affiliate members often donate many hours and dollars to Association functions, provide exceptional service, and excel as professionals. They are well-regarded for their fair business practices and ethical conduct. They serve the community in a variety of ways, from their membership in civic and community groups, to heading fundraisers for specific causes. If you know of a Special Affiliate Member, **please nominate them using this form by March 1, 2018.**

1. Service on FCAR Committees
2. Fair Business Practices and Affiliate Spirit
3. Maryland Association of REALTORS® Involvement
4. Community Service Overall
5. Business Accomplishments (including professional knowledge)
6. Sponsorship of Education and other programs for REALTORS®

Nominated by: _____
Signature

Nominee: _____
Signature

Office: _____

Please attach a brief narrative to this form explaining the nominee's accomplishments in the categories listed above.



OFFICIAL ENTRY FORM
Frederick County Association of REALTORS® Inc.
2017 COMMUNITY SERVICE AWARD

This award honors individual REALTOR® Members who give unselfishly of their time to assist the Frederick County Communities in which they live.

Nominee: _____

Office: _____

Address: _____

Please describe as completely as possible your nominee's accomplishments in each of the following categories. Supporting information or documentation may be included as attachments to this form.

1. Local Association Activity
Association office and committee work, special assignments, seminar activity, education work, membership and offices in local chapters of Institutes, Societies, etc.
2. Service at State/National Level
Service on State/National committees, special assignments, attendance at State/National associated functions and conventions (include years of service).
3. Business, Education, Designations
Outstanding business accomplishments, seminar activity and education course work, designations held and/or candidate for designation, acquired job knowledge/professional education through various real estate and related courses, institutes and seminars.
4. Civic Activity
Local, state and national level participation in civic and service clubs, charitable activities, political action, fraternal or religious groups, etc. Include work that exhibits extraordinary and self-sacrificing acts of public service to the community.

If you know of someone who is deserving for this award, **please nominate them using this form by March 1, 2018.**

Submitted by _____
Signature

Signed: _____
Office Manager/Broker

Nominee: _____
Signature

Office: _____

Please attach a brief narrative to this form explaining the nominee's accomplishments in the categories listed above.



OFFICIAL ENTRY FORM
Frederick County Association of REALTORS® Inc.
2017 REALTOR® OF THE YEAR AWARD

Nominee: _____

Office: _____

Address: _____

The nominee should be an individual who exemplifies what it means to be a REALTOR®. The nominee should be recognized as the best in their field by their peers - truly the most rewarding recognition possible. The nominee should also be active in the association and in the community, contributing freely of themselves and their talents.

The nominee should be continually striving for excellence and proving their loyalty to the REALTOR® family in ongoing examples of the professionalism exemplified by the Code of Ethics. Please describe as completely as possible your nominee's accomplishments, in each of the following four categories, and **nominate them using this form by March 1, 2018.**

1. Local Board/Association Activity
Service on local board/association committees; offices held; special assignments; membership and offices held in local chapters of institutes, societies and councils. (Include years of service.)
2. State/National Association Activity
Service on State/National committees; special assignments; attendance at State/National associated functions and conventions. (Include years of service.)
3. Business, Education, Designations
Recognized outstanding business conduct; service to clients/customers; seminar activity and education course work; designations held and/or candidate for designation; acquired job knowledge through various real estate and related courses, institutes and seminars. (Please give examples of business accomplishments and good conduct with actual incidents, letters, etc.)
4. Civic Activity
Local, state and national level participation in civic and service clubs, charitable activities, political action, fraternal or religious groups, etc.

Nominated by: _____
Signature

Signed: _____
Office Manager/Broker

Nominee: _____
Signature

Office: _____

Please attach a brief narrative to this form explaining the nominee's accomplishments in the categories listed above.



OFFICIAL ENTRY FORM
Frederick County Association of REALTORS® Inc.
2017 ROOKIE OF THE YEAR AWARD

(NOTE: Nominees eligible only if licensed for 4 years or less)

Nominee: _____

Office: _____

Address: _____

Date Joined: _____

Please describe as completely as possible your nominee's accomplishments in each of the following five categories **by completing & returning this form by March 1, 2018.**

1. Professionalism
High principles, faithfulness to laws and regulations of Code of Ethics and local board; furtherance of principles of good real estate practice among other members and the general public.
2. Business Accomplishments
Recognized good business conduct; service to clients, imaginative and creative advertising programs, etc. Please include your production status.
3. Local Association Activity
Association office and committee work; special assignments, seminar activity and education work, membership and offices in local chapters of Institutes, Societies, etc.
4. Education
Seminar activity and educational work; activity improving education and job knowledge through attendance at various real estate related courses, institutes (such as GRI) and seminars.
5. Civic Activity
Local, state, and national level participation in civic and service clubs, charitable activities, political action, fraternal or religious groups, etc.

Submitted by: _____ Signed: _____
Signature Office Manager/Broker

Nominee: _____ Office: _____
Signature

Please attach a brief narrative to this form explaining the nominee's accomplishments in the categories listed above.