



# **SVAR Annual Awards Instruction Booklet**

## **Special Amendment for Calendar Year 2023**

Given the timeline for distribution of the Awards Instruction Booklet, the SVAR Board of Directors and Awards Committee has approved the following amendment:

For Awards granted in 2024, Teams and Groups may qualify for a Team/Group award if established no later than July 1 of the award year. Individuals may qualify for an Individual award if they have worked with a Team/Group for five months or less of the award year.



# **SVAR Annual Awards Instruction Booklet**

**for Calendar Year 2023**

*Revised June 5, 2023*

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**SUBMISSION DEADLINE IS  
JANUARY 19, 2024 AT 3 PM**

114 Maple Grove Avenue, Colonial Heights, VA 23834

804-520-4496

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**ALL Packets are due to the SVAR Office by January 19, 2024 by 3 p.m.**

**No emails or faxes will be accepted. All packages MUST BE hand delivered.  
(Please clip your individual packets together with binder clips instead of paper clips.  
NO STAPLES.)**

**Late submissions will NOT be accepted.**

# FINAL CHECKLIST

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## PLEASE REMEMBER TO DO THE FOLLOWING:

- Verify spelling of your name – IMPORTANT!
- Include all required documentation (see p. 7-8).
- Sign applications (Recipient and Broker).
- Complete Awards Submission Report (Broker; see p. 33).  
You must list ALL awards that will be received.
- No emails or faxes will be accepted.  
All packages MUST BE hand delivered.
- Please clip your individual packets together with binder clips.  
NO PAPER CLIPS. NO STAPLES.
- Late submissions will NOT be accepted.

**SUBMISSION DEADLINE IS  
JANUARY 19, 2024 AT 3 PM**

114 Maple Grove Avenue, Colonial Heights, VA 23834  
804-520-4496

## PLEASE READ ALL INFORMATION BEFORE COMPLETING SUBMISSION FORMS

Attached are information and instructions required for participation in the Awards for Excellence program. Please read all the instructions and the criteria and review the submission forms **FIRST**. We ask that principal and managing brokers make certain their agents understand and follow all criteria instructions and fill out the forms correctly and completely. SVAR will not be held responsible for any incomplete or incorrectly filled submissions.

### PURPOSE AND PREREQUISITES:

1. To recognize and encourage excellence.
2. To recognize individual achievements of members of SVAR, whom have attained outstanding sales in the real estate field. **However, firms and recipients are prohibited from publicizing recipients until the awards have been presented at the Annual Awards Banquet.**
3. The Awards Committee reserves the right to audit, at the Associations' office, back up material submissions confirming selections.
4. Taking credit for any sale not directly or wholly attributable to the applicant in a category may be cause for total disqualification in all categories and subject both the applicant and the certifying Principal Broker or Broker/Manager to a Board of Directors determination on future programs. Any submission of an entry without the signatures of both the applicant and the Principal Broker may be cause for total disqualification.
5. The Awards Committee shall keep all information pertinent to the application strictly confidential.

### ~~APPLICANTS WILL APPLY FOR ONLY ONE OF THE FOLLOWING CATEGORIES:~~

1. ~~TEAM/GROUP AWARD: Applies to an agent/entity that has one or more licensed agents working with them who perform anything other than routine administrative duties. Examples of these actions NOT considered administrative duties are as follows: showing properties, attending inspections or walkthroughs, writing, presenting, negotiating, procuring, or closing a listing and/or sales agreement. Applies when multiple licensees' sales are counted under one agent/entity. Applies when the team has been in place for more than 6 months and must comply with Chapter 21 Title 54.1-2100 and 54.1-2106.1 of the Code of Virginia (Defines Teams and Requires a Business Entity Salesperson's license for a Team).~~
2. ~~INDIVIDUAL AWARD: Applies when an agent operates solely as an individual without the use of any personal staff or has a personal staff member licensed or not who performs purely administrative duties other than those duties listed under the Team Award.~~

### ADVERTISING:

In all advertising, including business cards, the term Awards of Excellence must be used when referencing the Southside Virginia Association of REALTORS® award along with the award earned.

# OUTSTANDING SALES CLUB AWARD

## GENERAL INFORMATION FOR RESIDENTIAL AND COMMERCIAL SALES AWARDS

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### PURPOSE

- To recognize and encourage outstanding sales performance by REALTOR® members of the Southside Virginia Association of REALTORS®, Inc. (SVAR).
  - To honor and publicize their achievements as individuals and as members of the local, state, and national REALTOR® organizations that are striving to provide the highest professional service in the real estate fields.
- A. All applications and documentation shall be reviewed by the Awards Committee of SVAR to confirm the candidate's qualifications for a particular award level.
  - B. Applicants for Outstanding Sales Awards must possess a valid active Virginia Real Estate license and be a member in good standing of SVAR.
  - C. For a REALTOR® joining the Association during the award period, net sales volume or units shall begin to accrue at the time of the SVAR membership application.
  - D. Any REALTOR® found guilty of a Code of Ethics violation with SVAR, or any other REALTOR® Association that the agent has or had an affiliation with, and in addition, any violation with DPOR/Fair Housing will immediately be ineligible to receive an award for the present year of conviction. Team/Group Awards: Any REALTOR® who belongs to a Team/Group and receives a DPOR violation will be excluded from a Team/Group award. This Team/Group member's volume may NOT be included in the Award Submission packet, but the rest of the Team/Group may still apply.
  - E. Referrals will not count as production.
  - F. Assignment of sales to another agent is not allowed except for REO listings where there is a master listing agreement that requires the Broker to list the properties in their name in the MLS. The Broker may assign those sales to an agent in their office but it must be accompanied by a signed agreement and proof of commission.
  - G. The awards period covers the calendar year of January 1 through December 31, and all gross production must be received and closed in-house during that term. **All submissions must be at SVAR by January 19, 2024 at 3 p.m. Late submissions will NOT be accepted.**
  - H. Applicants will be required to submit a CVR MLS production report to be signed by both the applicant and the Managing Broker. Transactions that are not in the CVR MLS must be on the attached form. All data sheets must be signed and initialed by both the applicant and current Managing Broker. (See required additional documentation on Page 7.)
  - I. All submissions may be audited by a member of the Awards Committee. If an audit is conducted, an Audit Control Sheet will be used and signed by the Auditor. At the audit, should there be a question concerning submission, the Awards Committee may, at its discretion, contact the REALTOR® or their Managing Broker. A member of the Awards Committee shall notify the agent and his/her Managing

Broker if any changes are made by the awards committee to an award as submitted by the agent.

- J. Anyone who has been awarded an Outstanding Sales Award, Distinguished Property Manager Award, or Honor Society award for five years will be entitled to a Life Membership Award.
- K. If eligible for the Life Membership Award, **REALTORS® MUST FILL OUT THE ATTACHED FORM** accompanying submissions. (This is only awarded once to a member. Do not reapply once you're a Life Member.)

## SALES AWARDS CATEGORIES

To be considered for an award, applicants must meet the net volume or unit criteria outlined below.

SVAR Bronze Million Dollar Achievement Award	1 - 1,999,999 Million Dollars	15 - 23.99 Units
SVAR Silver Million Dollar Achievement Award	2 - 2,999,999 Million Dollars	24 - 35.99 Units
SVAR Gold Million Dollar Achievement Award	3 - 3,999,999 Million Dollars	36 - 50.99 Units
SVAR Platinum Multi-Million Dollar Achievement Award	4 - 4,999,999 Million Dollars	51 - 69.99 Units
SVAR Diamond Multi-Million Dollar Achievement Award	5 Million Dollars Plus	70 Plus Units

## ~~TEAM/GROUP AWARDS~~

~~Outstanding Sales Club Awards may be submitted as either an individual agent or as a Team. The Team is defined as more than one licensee, a group of licensees, or more than one advertising as a Team for a period of (6) months contributing to the award volume or units. Licensee shall be defined as anyone that acts in any capacity as an agent for the purpose of earning a single award.~~

~~Agents may not apply for an individual and a team award in the same calendar year.~~

~~Referrals will not count toward the Outstanding Sales Club Award in either the individual or Team categories. Remember to print your Team name on the Outstanding Sales Club Sheet the way you want your Team name to appear on the award. The names of all the team members (licensees) should be listed. New Teams must advertise as a Team for a period a (6) months and must submit published advertisements as proof.~~

## ~~Definitions:~~

~~**Individual Award:** Applies when an agent operates solely as an individual. Any licensed agent belonging to, advertising as, or doing business as a Team/Group will not be eligible for an individual award. \*An individual working with a Team/Group for less than 5 months of the award year may qualify for an individual award using their individual production only. Agents may not apply for an individual and a Team/Group award in the same calendar year.~~

~~**Team/Group Award:** A real estate Team/Group is defined as two or more individuals, one or more whom is a real estate salesperson or broker who work together as a unit within the same brokerage firm and represent themselves to the public as a Team/Group and/or use a fictitious name. For the purpose of this award, Teams/Groups must have been established by July 1st of the award year. Any team/group must meet the Code of Virginia requirements referenced below.~~

~~Code of Virginia References: Chapter 21 Title 54.1-2106.1 and 54.1-2100~~

## LAND SALES

Land will be counted as:

Residential Sales Volume: At the time of closing, the land is zoned agricultural or residential.

Commercial Sales Volume: At the time of closing, the land is zoned business or commercial, and/or is considered a commercial sale.

## PERCENTAGE OF PARTICIPATION

Applicant's percentage of participation in each transaction is based on the degree of his/her involvement. Two or more licensed REALTORS® working together may not submit an application with all the volume/unit credit being given to one party unless he/she receives the total commission for the sale.

### EXAMPLES:

- A. Agent A lists a property. Agent B who is with another firm sells the property. Agent A receives credit for 50% of the closed property price, or one (1) UNIT. Agent B receives credit for 50% of the closed property price, or one (1) UNIT.
- B. Agent A lists a property and Agent B with the same firm, sells the property. Agent A receives credit for 50% of the closed property price, or one (1) UNIT. Agent B receives credit for 50% of the closed property price, or one (1) UNIT.
- C. Agent A lists and sells a property. Agent A receives credit for 100% of the closed property price, or two (2) UNITS.
- D. Agent A and Agent B co-list a property. Agent C sells the property. Agent A and Agent B each receive credit for 25% of the closed property price, or one-half (1/2) UNIT. Agent C receives credit for 50% of the closed property price, or one (1) UNIT.

## PROPER DOCUMENTATION REQUIRED FOR SUBMISSION

- A. Any officially recognized MLS Report (i.e. Matrix, Navica, etc.). A company report can be used only as a supplemental document to the Official MLS Report. Please be sure to print the SVAR Million Dollar Production report, NOT the RAR Production Report.
- B. For sales data not available in the MLS, fill out the attached data sheet and submit it along with the additional documentation described below. **ONLY SALES NOT LISTED ON THE "SVAR Million Dollar Production Report" SHOULD BE SUBMITTED ON THIS FORM.** Please do not duplicate sales data on the data sheet for sales that already appear on the SVAR Million Dollar Production Report obtained from Matrix.
- C. Documentation for sales not listed in MLS is required with an explanation.
- D. For Teams/Groups: Must include a DPOR cover sheet with the registered Team/Group name, information, and all agents connected to the Team/Group entity.



## **ADDITIONAL DOCUMENTATION REQUIRED**

Member must submit the following: HUD/Closing Disclosure and a ratified sales contract documenting the members participation in the transaction. A commission must be paid to the brokerage firm, or other formal proof of settlement, and agent participation as additional documentation:

- A. New construction without formal listing agreement or Add-a-Comp MLS Printout.
- B. VA, FHA, RECD, and VHDA repossessions without formal listing agreement.
- C. FSBO without formal listing agreement or Add-a-Comp MLS Printout.
- D. Site agency for developers and developments in which two or more REALTORS® share listings and/or sales through agreement between themselves and their firm but listings and/or sales contracts are entered into under the name of one of the site agents only.
- E. Closings with which no formal sales agreement is available, such as an Option consummated.
- F. If no commission is paid on the transaction to the member's firm, unit or volume will not be considered.**

**DOCUMENTATION NOT INCLUDED IN THE SUBMISSION PACKET  
MAY NOT BE ACCEPTED AFTER THE SUBMISSION DEADLINE!**

## **TOP SALES AWARDS**

In addition to the Sales Award Categories, three individuals will receive the following awards based on the total volume of sales.

### **Top Residential Salesperson of the Year Award**

The recipient of this award will be the REALTOR® with the highest volume (price) of sales submitted.

### **Top Team/Group of the Year Award**

The recipient of this award will be the REALTOR® Team/Group (as defined under previous Team/Group award section) with the highest volume (price) of sales submitted.

### **Top Commercial Salesperson of the Year Award**

The recipient of the award will be the REALTOR® with the highest volume of sales and leases submitted.

## **COMMERCIAL SALES AWARD CRITERIA**

### **(Not to be combined with residential, this is a separate award)**

- A. Commercial Sales: Same as Residential
- B. Commercial Leases:
  - 1. Method of Calculation
    - a. Commercial leasing production is equivalent to the gross rental value stipulated in the lease.
    - b. Leases shall count in the year in which the lease term commences for the full volume stipulated in the original term of the lease.
  - 2. New Leases and Renewals
    - a. The gross rental value of commercial leases, which commence during the calendar year, will count toward volume.
- C. Members may apply for both a residential and commercial award in the same calendar year as long as the criteria is met in both categories and submitted separately.  
(Volume may NOT be combined)

# INDIVIDUAL SALES AWARD

## RESIDENTIAL SALES SUBMISSION FORM

**\* PLEASE REFER TO PAGE 6 FOR DEFINITION OF "Individual Award" BEFORE COMPLETING THIS FORM.**

---

Name of Applicant: \_\_\_\_\_

*(Print name as you wish to appear on your award, with all designations held.)*

Email (required): \_\_\_\_\_

Level:       Diamond       Platinum       Gold       Silver       Bronze

\_\_\_\_\_  
(Name of Firm)

**Award Year: 2023**

**DPOR Cover Sheet attached**

\_\_\_\_\_  
(Cell Number)

**Have you been a part of a Team/Group for five months or more in 2023? Yes  or No**

**SUBMISSION DEADLINE: JANUARY 19, 2024 AT 3 PM**

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

\_\_\_\_\_  
Broker Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Signature

### FOR COMMITTEE USE ONLY

Total Sales Volume: \$ \_\_\_\_\_ Total Units: \_\_\_\_\_

Award Level: \_\_\_\_\_

Audited By: \_\_\_\_\_ Date: \_\_\_\_\_

Did award level change as a result of this audit?  Yes  No *\*If yes, fill out next line*

\*Changed from \_\_\_\_\_ Due to: \_\_\_\_\_

DATE SETTLED

ADDRESS OF PROPERTY

SALES PRICE

PARTICIPATION %

NET VOLUME

UNITS

01/01/2022

EXAMPLE  
123 MAIN STREET

\$100,000

X

DO NOT COUNT  
50 % = \$ 50,000 : 1

1.			X	= \$	:
2.			X	= \$	:
3.			X	= \$	:
4.			X	= \$	:
5.			X	= \$	:
6.			X	= \$	:
7.			X	= \$	:
8.			X	= \$	:
9.			X	= \$	:
10.			X	= \$	:
11.			X	= \$	:
12.			X	= \$	:
13.			X	= \$	:
14.			X	= \$	:
15.			X	= \$	:
16.			X	= \$	:
17.			X	= \$	:
18.			X	= \$	:

DATE SETTLED	ADDRESS OF PROPERTY	SALES PRICE	PARTICIPATION %	NET VOLUME	UNITS
1.					
2.			X	= \$	:
3.			X	= \$	:
4.			X	= \$	:
5.					
6.			X	= \$	:
7.			X	= \$	:

(Attach additional pages as needed)

**SUBTOTAL (From Form A) :** \_\_\_\_\_ **UNITS (From Form A) :** \_\_\_\_\_

**PRODUCTION REPORT** \_\_\_\_\_ **+ ADDITIONAL (From Form A)** \_\_\_\_\_ **= GRAND TOTAL:** \_\_\_\_\_

**GRAND TOTAL UNITS:** \_\_\_\_\_ **GRAND TOTAL VOLUME:** \_\_\_\_\_

I certify the above sales production reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of such a violation for the past two years.

By \_\_\_\_\_  
(Principal Broker's Signature)

By \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Principal Broker's Email Address

\_\_\_\_\_  
Applicant's Email Address

**All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification. All award submissions are dependent upon the approval of the Awards committee. Any rejected submissions may be appealed to the Board of Directors within 7 business days after rejection notice.**

\_\_\_\_\_  
(Broker's Initials)

\_\_\_\_\_  
(Agent's Initials)

# TEAM/GROUP SALES AWARD

## RESIDENTIAL SALES SUBMISSION FORM

**\* PLEASE REFER TO PAGE 6 FOR DEFINITION OF "Team/Group Award" BEFORE COMPLETING THIS FORM.**

Team/Group Name: \_\_\_\_\_

Team/Group Members Names: \_\_\_\_\_

(Attach additional pages as needed)

Email Address of Team/Group Lead: \_\_\_\_\_

Level:       Diamond       Platinum       Gold       Silver       Bronze

\_\_\_\_\_  
(Name of Firm)

**Award Year: 2023**

\_\_\_\_\_  
(Cell Number of Team/Group Lead)

**DPOR Cover Sheet attached**

### **SUBMISSION DEADLINE: JANUARY 19, 2024 AT 3 PM**

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

\_\_\_\_\_  
Broker Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Signature

#### FOR COMMITTEE USE ONLY

Total Sales Volume: \$ \_\_\_\_\_ Total Units: \_\_\_\_\_

Award Level: \_\_\_\_\_

Audited By: \_\_\_\_\_ Date: \_\_\_\_\_

Did award level change as a result of this audit?  Yes  No *\*If yes, fill out next line*

\*Changed from \_\_\_\_\_ Due to: \_\_\_\_\_

DATE SETTLED

ADDRESS OF PROPERTY

SALES PRICE

PARTICIPATION %

NET VOLUME

UNITS

01/01/2022

EXAMPLE  
123 MAIN STREET

\$100,000

X

DO NOT COUNT  
50 % = \$ 50,000 : 1

1.			X	= \$	:
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6.			X	= \$	:
7.			X	= \$	:
8.			X	= \$	:
9.			X	= \$	:
10.			X	= \$	:
11.			X	= \$	:
12.			X	= \$	:
13.			X	= \$	:
14.			X	= \$	:
15.			X	= \$	:
16.			X	= \$	:
17.			X	= \$	:
18.			X	= \$	:

DATE SETTLED	ADDRESS OF PROPERTY	SALES PRICE	PARTICIPATION %	NET VOLUME	UNITS
19. _____	_____	_____	X _____ = \$ _____	_____	: _____
20. _____	_____	_____	X _____ = \$ _____	_____	: _____
21. _____	_____	_____	X _____ = \$ _____	_____	: _____
22. _____	_____	_____	X _____ = \$ _____	_____	: _____
23. _____	_____	_____	X _____ = \$ _____	_____	: _____
24. _____	_____	_____	X _____ = \$ _____	_____	: _____

(Attach additional pages as needed)

**SUBTOTAL (From Form A) :** \_\_\_\_\_ **UNITS (From Form A) :** \_\_\_\_\_

**PRODUCTION REPORT** \_\_\_\_\_ **+ ADDITIONAL (From Form A)** \_\_\_\_\_ **= GRAND TOTAL:** \_\_\_\_\_

**GRAND TOTAL UNITS:** \_\_\_\_\_ **GRAND TOTAL VOLUME:** \_\_\_\_\_

I certify the above sales production reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of such a violation for the past two years.

By \_\_\_\_\_  
(Principal Broker's Signature)

By \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Principal Broker's Email Address

\_\_\_\_\_  
Applicant's Email Address

**All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification. All award submissions are dependent upon the approval of the Awards committee. Any rejected submissions may be appealed to the Board of Directors within 7 business days after rejection notice.**

\_\_\_\_\_  
(Broker's Initials)

\_\_\_\_\_  
(Agent's Initials)



# COMMERCIAL OUTSTANDING SALES ~~CLUB~~ AWARD

## LEASING & SALES SUBMISSION FORM

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Name of Applicant: \_\_\_\_\_  
*(Print name as you wish to appear on your award, with all designations held.)*

Email (required): \_\_\_\_\_

Level:       Diamond       Platinum       Gold       Silver       Bronze

\_\_\_\_\_  
(Name of Firm)

**Award Year: 2023**

\_\_\_\_\_  
(Cell Number)

**DPOR Cover Sheet attached**

**SUBMISSION DEADLINE: JANUARY 19, 2024 AT 3 PM**

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

\_\_\_\_\_  
Broker Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Signature

FOR COMMITTEE USE ONLY

# of Units on Sales Side: \_\_\_\_\_ # of Units on Leasing Side: \_\_\_\_\_

Grand Total of Units: \_\_\_\_\_

Audited By: \_\_\_\_\_ Date: \_\_\_\_\_

Did award level change as a result of this audit?  Yes  No *\*If yes, fill out next line*

\*Changed from \_\_\_\_\_ Due to: \_\_\_\_\_

COMMENCEMENT DATE OF LEASE	PROPERTY ADDRESS OF TENANT	ANNUAL RENT	TERM OF LEASE OR	PRESENT VALUE OF LEASE DISCOUNT	% OF PARTICIPATION	# OF UNITS
1.		X	=	X	=	
2.		X	=	X	=	
3.		X	=	X	=	
4.		X	=	X	=	
5.		X	=	X	=	
6.		X	=	X	=	
7.		X	=	X	=	
8.		X	=	X	=	
9.		X	=	X	=	
10.		X	=	X	=	
11.		X	=	X	=	
12.		X	=	X	=	
13.		X	=	X	=	
14.		X	=	X	=	
15.		X	=	X	=	
16.		X	=	X	=	
17.		X	=	X	=	
18.		X	=	X	=	

COMMENCEMENT DATE OF LEASE	PROPERTY ADDRESS OF TENANT	ANNUAL RENT	TERM OF LEASE OR	PRESENT VALUE OF LEASE DISCOUNT	% OF PARTICIPATION	# OF UNITS
19. _____	_____	X _____ = _____	_____	X _____ = _____	_____	_____
20. _____	_____	X _____ = _____	_____	X _____ = _____	_____	_____
21. _____	_____	X _____ = _____	_____	X _____ = _____	_____	_____
22. _____	_____	X _____ = _____	_____	X _____ = _____	_____	_____
23. _____	_____	X _____ = _____	_____	X _____ = _____	_____	_____

(Attach additional pages as needed)

SUBTOTAL \$: \_\_\_\_\_ UNITS: \_\_\_\_\_

GRAND TOTAL \$: \_\_\_\_\_ GRAND TOTAL UNITS: \_\_\_\_\_

I certify the above sales production reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify I have neither been found in violation of the Code of Ethics by the Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of such a violation for the past two years.

By \_\_\_\_\_  
(Principal Broker's Signature)

By \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Principal Broker's Email Address

\_\_\_\_\_  
Applicant's Email Address

**All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification. All award submissions are dependent upon the approval of the Awards committee. Any rejected submissions may be appealed to the Board of Directors within 7 business days after rejection notice.**

\_\_\_\_\_  
(Broker's Initials)

\_\_\_\_\_  
(Agent's Initials)

# DISTINGUISHED PROPERTY MANAGER AWARD

## GENERAL INFORMATION

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### PURPOSE

To recognize and encourage outstanding REALTOR® property managers who are members of the Southside Virginia Association of REALTORS®, Inc. (SVAR); and to honor and publicize their achievements as individuals and as members of the local, state, and national REALTOR® organizations that are striving to provide the highest professional service in the real estate fields.

- A. The Distinguished Property Manager Award shall be awarded to REALTOR® members of SVAR who have attained certain achievement levels as outlined herein.
- B. The Distinguished Property Manager Award shall be presented annually in conjunction with the SVAR Awards Ceremony.
- C. All applications for Distinguished Property Manager Award shall be reviewed and approved by the Property Management Committee of SVAR.

### ELIGIBILITY

- A. Applicants must possess a valid, active Virginia Real Estate license and be a member in good standing of the Southside Virginia Association of REALTORS®
- B. Must qualify for the award by meeting **at least one** of the requirements below:
  - \*\$60,000 Gross Management/Leasing Fees to the Company in Residential and/or Commercial. **(Verification MUST be provided)**
  - \*Management/Leasing of at least 50 units (single family, multi-family, and commercial combined) **(Verification MUST be provided)**
- C. All candidates must perform at least seven (7) of the following ten (10) property management functions on a routine basis:
  - Execute management agreements and assist owners in determining rent rate, tenant criteria, maintenance guidelines, and insurance coverage.
  - Prepare marketing plans and supervise tenant selection, lease execution, and renewal.
  - Exercise authority to incur expenses for maintenance repair.
  - Supervise personnel, employees, or contractors, and enforce operation policies and procedures.
  - Meet with tenants and conduct written property inspections.
  - Monitor receipts and expenses, including approval of invoices and service contracts.
  - Review operating statements, and prepare explanatory text.
  - Collect delinquent accounts and follow-through on evictions.
  - Assume primary responsibility for compliance with local, state, and federal regulations.
  - Advise property owner of conditions and changes in applicable laws, and recommending legal counsel be consulted, if necessary.
- D. Gross Management/Leasing Fee is defined as the fee paid to the company before ANY deductions

- E. The awards period covers the calendar year January 1, 2022 through December 31, 2022 and all Gross Management/Leasing Fees must be received in-house during that term
- F. Eligibility requirements shall be reviewed and are subject to change annually.
- G. Any REALTOR® found guilty of a Code of Ethics violation with SVAR, or other REALTOR® Association that agent has or had an affiliation with, and in addition any violation with DPOR/Fair Housing will immediately be ineligible to receive an award for the present year of conviction.

## GUIDELINES

- A. **REALTORS® who manage fifty or more rentals during the awards period shall qualify for an award regardless of ownership in their Company.**
- B. The Awards Committee may request the Property Management Committee of SVAR to audit, at the Association office, backup material supporting applications for Awards. Participating Offices' records pertinent to verification of information submitted shall be made available to the Committee upon request.
- C. Gross management, leasing, rental, and referral fees from all types of real property shall be counted. Revenue gains from the sale of real property and condo association management fees shall not be counted.
- D. Gross Management/Leasing Fees obtained individually by one person cannot be assigned to another person to meet Award requirements.
- E. If applicant was associated with more than one firm during the qualifying year, the applicant must submit together complete documentation from each firm. REALTOR® principal brokers with whom Property Manager had been previously associated during the Award period must provide all information requested.
- F. Any REALTOR® Property Manager found guilty of a Code of Ethics violation will immediately be ineligible to receive an award for the present year of conviction and the year following. REALTOR® Property Managers who were suspended or terminated during the award year or who have outstanding dues or assessments with the association at the time of application do not meet the "good standing" requirements.
  - Good standing is defined as REALTOR® agents and brokers who have complied with all membership duties as defined by SVAR bylaws during the award period.
  - For REALTOR® Property Manager joining the association during the award period, gross management/leasing fee shall be credited from time of membership application only.
- G. All entries must meet the award applications deadline and be signed by the applicant and Managing Broker(s). **Deadline is January 19, 2024 at 3 p.m.**

# DISTINGUISHED PROPERTY MANAGER AWARD

## SUBMISSION FORM

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Name of Applicant: \_\_\_\_\_  
*(Print name as you wish to appear on your award, with all designations held.)*

Email (required): \_\_\_\_\_

\_\_\_\_\_  
(Name of Firm)

**Award Year: 2023**

\_\_\_\_\_  
(Cell Number)

**DPOR Cover Sheet attached**

**SUBMISSION DEADLINE: JANUARY 19, 2024 AT 3 PM**

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

\_\_\_\_\_  
Broker Name

\_\_\_\_\_  
Date

\_\_\_\_\_  
Broker Signature

FOR COMMITTEE USE ONLY

Unit Total \_\_\_\_\_ or Comm. Total: \_\_\_\_\_

Audited By: \_\_\_\_\_ Date: \_\_\_\_\_

Award to be Granted?  Yes  No

**PLEASE LIST BELOW OR ATTACH A PRINTOUT WITH ADDRESSES OF RENTAL UNITS MANAGED FOR THE YEAR **JANUARY 1 - DECEMBER 31.**  
PROVIDE ADDITIONAL PAGES AS NECESSARY.**

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1. \_\_\_\_\_
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17. \_\_\_\_\_
18. \_\_\_\_\_

PLEASE LIST BELOW OR ATTACH A PRINTOUT WITH ADDRESSES OF RENTAL UNITS MANAGED FOR THE YEAR **JANUARY 1 - DECEMBER 31**.  
PROVIDE ADDITIONAL PAGES AS NECESSARY.

19. \_\_\_\_\_

20. \_\_\_\_\_

**SUBTOTAL:** \_\_\_\_\_

**GRAND TOTAL :** \_\_\_\_\_

I certify the attached Property Management reports to be correct as per the criteria established for this award and substantiated by the records of our firm. I certify that I have neither been found in violation of the Code of Ethics by the SVAR Professional Standards Committee nor received disciplinary action by the SVAR Board of Directors as a result of any such violation for the past two years. Applicant and Principal Broker must sign below prior to submission.

By \_\_\_\_\_  
(Principal Broker's Signature)

By \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Principal Broker's Email Address

\_\_\_\_\_  
Applicant's Email Address

**All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification. All award submissions are dependent upon the approval of the Awards committee. Any rejected submissions may be appealed to the Board of Directors within 7 business days after rejection notice.**

\_\_\_\_\_  
(Broker's Initials)

\_\_\_\_\_  
(Agent's Initials)

**SUBMISSION DEADLINE: January 19, 2024 at 3 PM**



# SPECIAL AWARDS

## GENERAL INFORMATION

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### PURPOSE

To recognize persons, firms or organizations that have made a significant contribution to SVAR, the real estate profession or the community.

- A. A Special Awards Task Force appointed by the President-Elect shall be the approving authority for all SVAR Special Awards. The Special Awards Task Force shall be appointed by the SVAR President-Elect by December 1. The Task Force shall be led by the Awards Committee Chair, with the Chair a non-voting Member, and shall consist of a minimum of 5 SVAR Members, (2) of which must be from the awards committee. **The makeup of this Task Force is undisclosed.**
- B. Any SVAR REALTOR®, Affiliate Member or SVAR's Management Group may nominate a candidate for a Special Award via letter with the exception of the REALTOR® of the Year and Honor Society, these forms are provided. Every Member is encouraged to submit a nomination. If you have submitted a candidate before who was not selected, do not hesitate to resubmit that candidate for this year. Any Special Awards task force member shall be able to nominate from the floor any additional nominations for special awards during the special awards meeting.
- C. All REALTOR® or Affiliate Members of SVAR are eligible to be nominated. Nominees should be a qualified individual who has had an impact on the Association.
- D. This information is HIGHLY CONFIDENTIAL and will be given only to the Special Award Task Force members. To prevent your envelope from being opened in error, deliver it and ADDRESS THE ENVELOPE AS FOLLOWS:

CONFIDENTIAL–Special Award Nominee  
Southside Virginia Association of REALTORS®  
Special Awards Task Force  
114 Maple Grove Avenue, Colonial Heights, VA 23834

**You may also email your Special Award nominations to [dmarchant@svarealtors.com](mailto:dmarchant@svarealtors.com).**

- E. Nominee must not have been found guilty of a Code of Ethics violation with SVAR, or other REALTOR® Association that agent has or had an affiliation with, and in addition any violation with DPOR/Fair Housing, as they will immediately be ineligible to receive an award for the present year of conviction and the year following.
- F. The awards period covers the 2022 calendar year. All submissions must be at SVAR by **January 19, 2024 at 3 p.m. in order to be considered. Late submissions will NOT be accepted.**
- G. Applications and nominations should include:
  - Name and firm of nominee.
  - Signature of submitting REALTOR® or Affiliate member, date of application or nomination, and firm with whom the submitting REALTOR® or Affiliate is associated.
  - Detailed narrative outlining the reasons the person, firm or organization is being nominated for a specific award.

## **AWARDS**

### **FRED C. MORENE AWARD (ROOKIE OF THE YEAR)**

A new member of the REALTOR® organization who has been a full time real estate licensee (as defined within the VREB rules and regulations) for eighteen (18) months or less at time of application submission. Only one individual will be recognized annually for this award.

#### Nominees will be assessed based upon:

- a. Character, attitude and integrity, professional knowledge and ability
- b. Service to clients and customers
- c. Sufficient activity to properly test and prove the following standards
  - Number of contracts written and ratified.
  - Number of listings secured.
  - Number of closed sales, total volume of closed sales.
- d. Mandatory SVAR participation
- e. Activity in civic, church, and community affairs

Nominations for Fred C. Morene Award should be submitted to the Special Awards Task Force in letter form on a separate paper addressing ALL five of the above mentioned criteria, including the nominee's name, firm, background, family and personal data. Nominees are encouraged to supply letters, testimonials and any additional documentation, articles, pictures, etc., to support the five areas of assessment.

### **REALTOR® OF THE YEAR AWARD**

SVAR's annual REALTOR® of the Year Award is the highest honor bestowed on a SVAR REALTOR®. It recognizes individual achievement and service to the REALTOR® Organization. This award is given annually to an individual whose professional and civic activities have made a substantial contribution to SVAR AND the real estate profession. This award is based upon the individual's contribution to the REALTOR® organization and public service. This should be submitted on the ROTY nomination form (see attached pages 20-22).

### **ASSOCIATE OF THE YEAR AWARD**

SVAR's Associate of the Year Award will be based on the nominee's sales, leasing or property management activity while maintaining a high level of participation in local or state association and civic involvement.

### **GEORGE GRUNDY ETHICS IN ACTION AWARD**

SVAR's George Grundy Ethics in Action Award will be based on a REALTOR® who is sought out by other REALTORS® who are seeking advice and counsel on questions concerning the Code of Ethics and Professional Standards and who incorporate the Code of Ethics into their daily business practice.

## **EDUCATOR AWARD**

SVAR's Educator Award will be based on an SVAR Member who promotes/teaches real estate within our business and to the community.

## **AFFILIATE OF THE YEAR AWARD**

SVAR's Affiliate Award is based on applicants who participate in the association (including volunteer time at association events), participate in committees, and provide financial support of events, classes, and more, through direct sponsorship or fundraising.

## **RILEY INGRAM SR. LEGISLATIVE AFFAIRS AWARD**

SVAR's Riley Ingram, Sr. Legislative Affairs Award is based on a REALTOR® who participates in the local, state or national governmental issues.

## **DONALD W. PARR COMMUNITY INVOLVEMENT AWARD**

SVAR's Community Involvement Award is based on a REALTOR® who is active in the community (activities: school, civic, church, etc.).

## **LIFETIME ACHIEVEMENT AWARD**

SVAR's Lifetime Achievement Award is based on a REALTOR® who has made significant contributions to the Association and the profession of real estate for at least 25 years.

## **HONOR SOCIETY**

Criteria provided on the SVAR Annual Honor Society Application for Membership (see pages 27-30).

# SVAR ANNUAL HONOR SOCIETY

## APPLICATION FOR MEMBERSHIP

**Qualification Period: 2023 Calendar Year | Entry Deadline: Must be received by 3 PM on January 19, 2024.**

NAME: \_\_\_\_\_

*(Print name as you wish to appear on your award, with all designations held.)*

COMPANY: \_\_\_\_\_ CELL: \_\_\_\_\_

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

CITY: \_\_\_\_\_ ST: \_\_\_\_\_ ZIP: \_\_\_\_\_

A minimum of 125 points achieved during the qualification period is needed by applicant in order to qualify for membership in the Southside Virginia Association of REALTORS® Honor Society.

### LOCAL ASSOCIATION ACTIVITY (90 pts. max.)

### POINT(S)

* <b>Board President</b>	<input type="checkbox"/>	(25)	
Officer (other than President)	<input type="checkbox"/>	(20)	
Local Board Director	<input type="checkbox"/>	(15)	
CVRMLS Board Member or Officer	<input type="checkbox"/>	(15)	
Committee Chairman (10 per committee) Chairmanship(s) _____	<input type="checkbox"/>	____	
Committee/Task Force Member (5 per committee) Committee(s) _____ Task Force(s) _____	<input type="checkbox"/>	____	
SVAR Mediator/Ombudsman	<input type="checkbox"/>	(10)	
Broker Council	<input type="checkbox"/>	(5)	
REALTOR® of the Year (2022 Recipient only)	<input type="checkbox"/>	(30)	
Salesperson of the Year-Team/Group & Individual (2022 Recipient only)	<input type="checkbox"/>	(30)	
George Grundy Ethics in Action Award Recipient (2022 Recipient only)	<input type="checkbox"/>	(25)	
* <b>Fred C. Morene Award - Rookie of the Year</b>	<input type="checkbox"/>	(20)	
* <b>Lifetime Sales Award</b>	<input type="checkbox"/>	(10)	
* <b>Lifetime Honor Society</b>	<input type="checkbox"/>	(10)	
Affiliate of the Year Award (2022 Recipient only)	<input type="checkbox"/>	(15)	
Educator Award (2022 Recipient only)	<input type="checkbox"/>	(15)	
Riley Ingram Sr. Legislative Affairs Award (2022 Recipient only)	<input type="checkbox"/>	(15)	
Donald W. Parr Community Involvement Award (2022 Recipient only)	<input type="checkbox"/>	(15)	
Outstanding Sales Award (2022 Recipient only)	<input type="checkbox"/>	(10)	
RPAC		SVAR Meetings/Events	
Investor <input type="checkbox"/>	(5)	Membership Meeting <input type="checkbox"/>	(10)
\$99 Club <input type="checkbox"/>	(10)	Annual Awards Banquet <input type="checkbox"/>	(10)
Capital Insider <input type="checkbox"/>	(15)	Installation <input type="checkbox"/>	(10)
Governors Club <input type="checkbox"/>	(20)	Annual Cookout <input type="checkbox"/>	(5)
Sterling "R" <input type="checkbox"/>	(25)	Voted in SVAR Election <input type="checkbox"/>	(5)
Crystal "R" <input type="checkbox"/>	(30)	Fashion Show <input type="checkbox"/>	(5)
Golden "R" <input type="checkbox"/>	(35)	Golf Tournament <input type="checkbox"/>	(5)
President's Circle <input type="checkbox"/>	(40)		
<b>VAR RPAC Hall of Fame <input type="checkbox"/></b>	<b>(40)</b>		

**SUBTOTAL:** \_\_\_\_\_  
**(Maximum total points: 90)**

*\*Points count regardless of year earned.*

# SVAR ANNUAL HONOR SOCIETY

## APPLICATION FOR MEMBERSHIP (cont'd)

Qualification Period: 2023 Calendar Year | Entry Deadline: Must be received by 3 p.m. on January 19, 2024.

### STATE ASSOCIATION PARTICIPATION

### POINT(S)

SVAR/VAR Day on the Hill	(20)
VAR Annual Convention	<input type="checkbox"/> (20)
<b>*VAR President</b>	<input type="checkbox"/> (50)
VAR Officer	<input type="checkbox"/> (30)
VAR Board Member	<input type="checkbox"/> (20)
VAR Committee Chair	<input type="checkbox"/> (15)
VAR Committee Member	<input type="checkbox"/> (10)
Advocacy Group Member	<input type="checkbox"/> (10)
VAR Delegate Body Member	<input type="checkbox"/> (20)
Leadership Academy (only during year(s) of participation)	<input type="checkbox"/> (15)
Leadership Academy Trustee	<input type="checkbox"/> (10)
VAR RPAC Trustee	<input type="checkbox"/> (10)
VAR REALTOR® of the Year 2022	<input type="checkbox"/> (20)
VAR Leadership Summit	<input type="checkbox"/> (10)
VAR Property Manager of the Year 2022	<input type="checkbox"/> (15)
VAR Good Neighbor Award Recipient 2022	<input type="checkbox"/> (15)
<b>*VAR Hall of Fame</b>	<input type="checkbox"/> (25)
<b>*Omega Tau Rho Fraternity</b>	<input type="checkbox"/> (20)

*\*Points count regardless of year earned.*

**SUBTOTAL:** \_\_\_\_\_

### NATIONAL ASSOCIATION PARTICIPATION

### POINT(S)

NAR Convention	<input type="checkbox"/> (10)
NAR Mid-Year Meetings (Washington, DC)	<input type="checkbox"/> (10)
NAR Mid-Year Tradeshow	<input type="checkbox"/> (10)
<b>*NAR President</b>	<input type="checkbox"/> (100)
<b>*NAR Officer</b>	<input type="checkbox"/> (30)
<b>*NAR Director</b>	<input type="checkbox"/> (20)
NAR Committee Chairperson	<input type="checkbox"/> (20)
NAR Committee Member	<input type="checkbox"/> (10)
NAR Riding with the Brand	<input type="checkbox"/> (10)

*\*Points count regardless of year earned.*

**SUBTOTAL:** \_\_\_\_\_

### EDUCATION (70 points max; Attach course verification)

### POINT(S)

NAR Ethics Course	<input type="checkbox"/> (15)
SVAR Sponsored Classes (10 per class) Class(es) _____	<input type="checkbox"/> _____
Brokers License (obtained in 2023 calendar year)	<input type="checkbox"/> (25)
Lecturing & Instructing, Real Estate Seminars (Volunteer time only 5 pts. per hour, Max. 35 points)	_____

**SUBTOTAL:** \_\_\_\_\_

# SVAR ANNUAL HONOR SOCIETY

## APPLICATION FOR MEMBERSHIP (cont'd)

Qualification Period: 2023 Calendar Year | Entry Deadline: Must be received by 3 p.m. on January 19, 2024.

### \*DESIGNATIONS HELD

(40 pts. Max. **EXCEPT** if at least one designation held is CRB, CRS, GRI or CCIM, which is worth 15 pts each, 55 pts. max)

#### 10 POINTS EACH

ABR	<input type="checkbox"/>	GREEN	<input type="checkbox"/>	SFR	<input type="checkbox"/>	RLI	<input type="checkbox"/>	GAA	<input type="checkbox"/>
ALC	<input type="checkbox"/>	ARM	<input type="checkbox"/>	BPOR	<input type="checkbox"/>	PMV	<input type="checkbox"/>	SIOR	<input type="checkbox"/>
AMO	<input type="checkbox"/>	VLS	<input type="checkbox"/>	CPM	<input type="checkbox"/>	MRP	<input type="checkbox"/>	CDPE	<input type="checkbox"/>
SRS	<input type="checkbox"/>	CIPS	<input type="checkbox"/>	IREM	<input type="checkbox"/>	LTG	<input type="checkbox"/>		
ABRM	<input type="checkbox"/>	RAA	<input type="checkbox"/>	CRE	<input type="checkbox"/>	ePRO	<input type="checkbox"/>		

#### 15 POINTS EACH

GRI       CRB       CRS       CCIM

*\*Points count regardless of year earned.*

**SUBTOTAL:** \_\_\_\_\_

**TOTAL NUMBER OF POINTS EARNED:** \_\_\_\_\_

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

By \_\_\_\_\_  
(Principal Broker's Signature)

By \_\_\_\_\_  
(Applicant's Signature)

\_\_\_\_\_  
Principal Broker's Email Address

\_\_\_\_\_  
Applicant's Email Address

All information provided herein is true and accurate and any knowingly false or misleading information provided will be immediate grounds for disqualification and forwarded to the Grievance/Professional Standards Committee.

\_\_\_\_\_  
(Broker's Initials)

\_\_\_\_\_  
(Agent's Initials)

**SUBMISSION DEADLINE: January 19, 2024 at 3 p.m.**

# SVAR REALTOR® OF THE YEAR

## NOMINATION FORM

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Name of Nominee: \_\_\_\_\_

Business Address: \_\_\_\_\_

### ACHIEVEMENTS AND CONTRIBUTIONS

Activity in Local Association (Association participation and committee work, special assignments, seminar activity and educational work, membership and offices held in local chapters of Institutes, Councils, faithfulness to principles of organized real estate, laws and regulations of this Board and NAR Code of Ethics; efforts to encourage good real estate practice among other real estate members.)

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Activity in Community Service (local, state and national participation in civic and service clubs, charitable activities, political action, fraternal or religious groups.)

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Activity in (VAR) State Association and (NAR) National Association

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# SVAR REALTOR® OF THE YEAR

## NOMINATION FORM (cont'd)

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Business and Educational Experience (Production awards, REALTOR® Designations, public recognition of business conduct, service to clients, imaginative and creative advertising program, rehabilitation work, land utilization, etc.)

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### PRESENT BUSINESS AFFILIATION

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

How long connected with: \_\_\_\_\_

Title: \_\_\_\_\_

Length of time in real estate: \_\_\_\_\_

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

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**PLEASE ATTACH CURRENT DPOR COVER SHEET**



# LIFE MEMBERSHIP

## NOMINATION FORM

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Any SVAR member who has been awarded an Outstanding Sales Award, Distinguished Property Manager Award, or Honor Society award for five years will be entitled to a Life Membership Award. *(Years need not be consecutive.)* **This must be submitted separately. Do not attach to sales award or distinguished property manager packet.**

Name of Applicant: \_\_\_\_\_

Email (required): \_\_\_\_\_

Please select the category you are applying for:

- Outstanding Sales **Club**
- Distinguished Property Manager
- Honor Society

As managing broker of the above named applicant, I hereby certify that all information provided in this application is accurate, truthful, and complies with the guidelines set forth on page 5 of this submission packet.

\_\_\_\_\_  
(Name of Firm)

\_\_\_\_\_  
(Cell Number)

**Award Year: 2023**

**I qualify for the Life Member Award.**

**I have not received it in the past.**

**SUBMISSION DEADLINE: JANUARY 19, 2024 AT 3 PM**

FOR COMMITTEE USE ONLY

Audited By: \_\_\_\_\_ Date: \_\_\_\_\_

Award to be Granted?  Yes  No

# AWARDS SUBMISSION REPORT

Brokers to fill out awards packets prior to submission.

Date: \_\_\_\_\_ Delivery Person: \_\_\_\_\_

Staff Member: \_\_\_\_\_

Office Name: \_\_\_\_\_

Number of Packets Turned in: \_\_\_\_\_

	<b>AWARD TYPE</b>	<b>NAME OF RECIPIENT</b>	<b>AWARD LEVEL</b>
1.	_____	_____	_____
2.	_____	_____	_____
3.	_____	_____	_____
4.	_____	_____	_____
5.	_____	_____	_____
6.	_____	_____	_____
7.	_____	_____	_____
8.	_____	_____	_____
9.	_____	_____	_____
10.	_____	_____	_____
11.	_____	_____	_____
12.	_____	_____	_____
13.	_____	_____	_____
14.	_____	_____	_____
15.	_____	_____	_____

\_\_\_\_\_  
(Delivery Person's Signature)

\_\_\_\_\_  
(SVAR Staff's Signature)