

Virginia Peninsula Association of REALTORS®

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☆2016 OUTSTANDING SALESMANSHIP CLUB CRITERIA☆

PLEASE READ ALL INFORMATION BEFORE FILLING OUT SUBMISSION FORM

Attached is the information and instructions required for participation in the 2016 Outstanding Salesmanship Club Program. Please read all instructions and the criteria and review the submission form **FIRST**. We ask that Principal and Managing Brokers make sure their agents understand and follow all criteria instructions and fill out the submission form correctly and completely. VPAR will not be held responsible for any submissions that are not filled out correctly or are incomplete.

This Club, sponsored by the Virginia Peninsula Association of REALTORS®, is comprised of outstanding REALTOR® members who have attained qualifications for membership. Any REALTOR® meeting these qualifications is entitled to membership, as long as he/she meets all established criteria.

Nominees must be REALTOR® members as well as Primary or Secondary members of the Virginia Peninsula Association of REALTORS®, Inc.

THE DEADLINE FOR AWARD SUBMISSIONS TO THE ASSOCIATION OFFICE IS 12:00 NOON ON THURSDAY, JANUARY 12, 2017. LATE SUBMISSIONS WILL BE ACCEPTED IF RECEIVED BUT MUST BE ACCOMPANIED BY A \$50.00 PER BUSINESS DAY LATE FEE PAYMENT PER APPLICATION FOR UP TO ONE WEEK AFTER DEADLINE.

Applicants will be required to submit **the attached Certification Form and OSC Data Form to be signed by both applicant and Managing Broker**. These forms along with the criteria are available on the vpar.org web site. The OSC data form is also available in an electronic format for tracking award totals.

Applicants are required to have on file with the Association a current color photo. If you are a first time award winner you must submit a color photo by email in a JPG format. The applicant's name and firm must be provided in the email. All photos must be submitted to the Association by 5:00 p.m. Friday, January 20th. You may contact the Association Office if you would like to check the status of your photo or file with VPAR.

A \$95 filing fee (without plaque) or \$125 filing fee (with plaque) (check made payable to VPAR), **MUST** accompany each application. In the event it is determined that the applicant does not meet the established criteria for any of the award categories and the filing deadline has passed, the filing fee is not refundable. **An additional filing fee of \$125** must accompany applications for the Ruby, Emerald and Diamond awards. Additional fees may be required for the multiple Diamond Awards. **The \$95/\$125 fee is a filing fee. It does not include banquet tickets.** The OSC Awards will be presented at the Annual Outstanding Salesmanship Club Awards Banquet on **March 4th** at the Newport News Marriott. Ticket and pricing information will be available early January 2017.

THE ATTACHED GOVERNING QUALIFICATIONS FOR MEMBERSHIP IN THE OUTSTANDING SALESMANSHIP CLUB HAVE BEEN ADOPTED BY THE VIRGINIA PENINSULA ASSOCIATION OF REALTORS®, INC. FOR 2016/2017.

If you have any questions about the OSC Criteria or filling out the application, please call the Association Office at 599-5222.

Qualifications for Membership in the Association's Outstanding Salesmanship Club

A. Purpose and Prerequisites:

1. To recognize and encourage Outstanding Salesmanship.
2. To recognize individual achievements of certain members of the Virginia Peninsula Association of REALTORS®, Inc. who 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. In the event a REALTOR® transfers from one REALTOR® Broker to another REALTOR® Broker, all transactions settled during the Awards Period shall be counted. No transactions made while in the employ of, or association with, a non-REALTOR® Broker shall be counted.
4. The firm name shown in each award shall be the firm with whom the applicant was associated on the application filing date.
5. The Awards Committee reserves the right to audit, at the Association's office, back-up material submissions to the Outstanding Salesmanship Club. The records of participating offices pertinent to verification of information submitted shall be made available to the Awards Committee upon request by deadline or the submission will be disqualified.
6. Taking credit for any sale not directly or wholly attributable to the applicant in any 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 eligibility in future award programs. Any submission of an entry without the signatures of the applicant and the Principal Broker or Broker/Manager may be cause for total disqualification.
7. The Awards Committee shall keep all information pertinent to the application strictly confidential.

B. Guidelines:

1. For the purposes of the OSC Award, Gross Closed Brokerage Fees (GCBF) shall be defined as the gross closed income to the firm by the REALTOR® on sales made, listings sold, transaction fees and referral fees earned from all types of real property such as residential, land, lots, commercial, business investment properties and property management. The following are examples of types of income that will not be accepted: BPO's (Broker Price Opinions), warranties, withdrawal fees.

An Award Applicant will apply for only one of the following three award categories:

Team Award: When an agent/entity has one or more licensed agents working for them. When these licensed agents perform anything other than routine administrative duties. Examples of actions not considered administrative duties are: to show property; attend inspections and/or walkthroughs; write, present, negotiate, procure or close a listing and/or sales agreement. When these multiple licensees Closed Gross Brokerage Fees (GCBF) are counted under one agent/entity; when the team has been in place for more than 183 days of the award year.

Individual Award: When an agent operates without the use of any personal staff, or has a personal staff member licensed or not, who performs purely routine administrative duties other than those duties listed above under the Team Award definition.

Property Management Award: Agents wishing to apply for this category must have at least 80% of their GCBF from Property Management.

2. In the event a cooperative sale or listing sold is made between two or more agents in the same company, each applicant should be credited with a pro-rata share of the GCBF.
3. The closing date must be from January 1, 2016 to December 31, 2016 to be counted for this award and is the determining factor for the applicants claiming the GCBF.

C. Qualifications:

To qualify, an applicant must:

1. Hold a real estate salesperson's license or broker's license and be a REALTOR® Member (primary or secondary) in Good Standing with the Virginia Peninsula Association of REALTORS®.
2. Attain one of the sales categories designated below:
These categories are based on the gross closed brokerage fees (GCBF) as defined in B-1.

- a. For Bronze Award: \$90,000 – \$134,999
- b. For Silver Award: \$135,000 – \$179,999
- c. For Gold Award: \$180,000 – \$299,999
- d. For Platinum Award: \$300,000 & up

3. GCBF attained individually by one sales agent or a licensed assistant cannot be assigned to another sales agent for purposes of meeting award requirements. Names as they appear on the MLS print-out, Settlement Statement or HUD or company voucher will determine who gets credit, unless applicant provides a company statement signed by the Principal Broker or Broker/Manager documenting otherwise.

D. Advertising Guidelines:

1. Firms and recipients are prohibited from publicizing award recipients until after the awards have been presented at the Annual Awards Banquet.
2. Recipients must qualify for membership in the Outstanding Salesmanship Club each year in order to advertise their membership. If membership was not earned in the previous year, then the recipient must specify the year during which he/she was a member. This includes business cards. Team Award winners will not be required to use the team designation in advertising.

Sequence of recognition within a category will be according to GCBF as defined in B-1 of these criteria. Public advertising will include a denotation with an explanation of each award category type (Team Award, Individual Award & Property Management Award). Team Award plaques will include only the award applicants name.

In all advertising, including business cards, the term "Outstanding Salesmanship Club" must be used in reference to the Virginia Peninsula Association of REALTORS®, Inc. OSC Award. Under no circumstances will other names be used in reference to the Association's awards program (example: Million Dollar Club, etc.). Failure to comply with the OSC Advertising guidelines may result in a Board of Directors determination on eligibility in future award programs.

Ruby, Emerald & Diamond Award Winners

Applicant must provide documentation substantiating years claimed for any years not in the VPAR data system (any awards received more than 20 years ago)

For Ruby Award: A Recognition Award given to any recipient receiving an award in any category for ten consecutive or non-consecutive award years. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS®, Inc. from another Association may use similar recognition from previous years in those Board/Association Award Programs. **This award is only given after a period of ten years including the year in which a Ruby Award is received.**

For Emerald Award: A Recognition Award given to any recipient receiving an award in any category for twenty consecutive or non-consecutive award years. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS®, Inc. from another Board/Association may use similar recognition from previous years in those Board/Association Award Programs. **This award is only given after a period of twenty years including the year in which an Emerald Award is received.**

For Diamond Award: Applicant must have received a Gold Award or a Platinum Award for five consecutive years, including the award year. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS®, Inc. from another Board/Association may use similar recognition from previous years in those Board/Association Award Programs. **This award is only given once every five years, including the year in which a Diamond Award is received.**

For Double Diamond Award: Applicant must have received a Gold Award or a Platinum Award for ten consecutive years, including the award year. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS® from another Board/Association may use similar recognition from previous years in those Board/Association Programs.

For Triple Diamond Award: Applicant must have received Gold or a Platinum Award for fifteen consecutive years, including the award year. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS® from another Board/Association may use similar recognition from previous years in those Board/Association Programs.

For Quadruple Diamond Award: Applicant must have received Gold or a Platinum Award for twenty consecutive years, including the award year. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS® from another Board/Association may use similar recognition from previous years in those Board/Association Programs.

For Quintuple Diamond Award: Applicant must have received Gold or a Platinum Award for twenty five consecutive years, including the award year. Any REALTOR® transferring to the Virginia Peninsula Association of REALTORS® from another Board/Association may use similar recognition from previous years in those Board/Association Programs.

Qualification Certification for 2016 Outstanding Salesmanship Club Membership

THIS FORM MUST BE FILLED OUT COMPLETELY

IMPORTANT: Print/type your name as you want it to appear in the program and on your plaque if you are requesting one.

Award Applicant Name: _____ Firm Name: _____

Designations: ABR ALC CCIM CIPS CPM CRB CRS CRE MRP
 GREEN GRI PMN SRES e-PRO RSPS SFR (must be active - limit of three)

Award Type (please check one) (For a description please see the Guidelines section under Qualifications)

_____ INDIVIDUAL _____ TEAM _____ PROPERTY MANAGEMENT

Additional Plaque Order for Team Award: \$45 If you would like to order an additional plaques(s) for team members please fill in name(s) as it would appear on the 4 x 6 award plaque: _____

Award Category (please check only one)

BRONZE SILVER GOLD PLATINUM

PLAQUE YES NO

Firm's Gross Closed Brokerage Fees (GCBF) by the REALTOR® on sales made, listings sold and referrals earned from January 1, 2016 through December 31, 2016: \$ _____

Special Awards:

If you have earned any of the following special awards, please check the box, list the award years and attach documentation if required. Remember that each special award costs an additional \$125.

- I received the following _____ Special Award(s) in _____
- RUBY AWARD I received awards for ten consecutive or non-consecutive years, including this award year: _____
- EMERALD AWARD I received awards for twenty consecutive or non-consecutive years, including this award year: _____
- DIAMOND AWARD I received the Gold or Platinum Award for the following five consecutive years, including this award year: ____, ____, ____, ____, ____.
- DOUBLE DIAMOND AWARD I have received the Gold or Platinum Award for the following ten consecutive years, including this award year: ____, ____, ____, ____, ____, ____, ____, ____, ____, ____.
- TRIPLE DIAMOND AWARD I have received the Gold or Platinum Award for the following fifteen consecutive years, including this award year: _____
- QUADRUPLE DIAMOND AWARD I have received the Gold or Platinum Award for the following twenty consecutive years, including this award year: _____
- QUINTUPLE DIAMOND AWARD I have received the Gold or Platinum Award for the following twenty five consecutive years, including this award year: _____

Account Total

Application Fee (\$95 without plaque or \$125 with plaque)	\$ _____
Special Award(s)	\$ _____
Additional Plaques	\$ _____
Total Due	\$ _____

Recipients Disclaimer

I, the undersigned REALTOR®, meeting the qualifications for the Virginia Peninsula Association of REALTORS® Outstanding Salesmanship Club Award, hereby authorize the processing of information contained in my application to be used by the Association for the Awards Program. I understand that this information will be used only by the VPAR Awards Committee to determine which Award if any, I am qualified for and shall receive and the order in which I will be recognized. I certify that all information provided in this application is accurate, and that I am qualified in every respect to receive the Award indicated above.

Applicant's Signature _____ Date _____

Email Address _____

I certify to the best of my knowledge and belief that the REALTOR® applying for membership in the Outstanding Salesmanship Club meets the requirements set forth in the "Qualifications for Membership in the Association's Outstanding Salesmanship Club."

I understand that falsification may result in a Board of Directors determination on eligibility in future award programs.

Broker/Manager Signature _____ Date _____