



January, 2017

TO: NAR Directors and State Association Executive Officers

RE: **2017 Distinguished Service Award (DSA) Nomination Process**

The National Association's DSA Selection Council invites your state's submission of a qualified candidate for the 2017 NAR Distinguished Service Award. To access the 2017 Nomination Form and other related documents; go to www.NAR.Realtor and click '*About NAR / Awards & Recognition / Submit your 2017 Distinguished Service Award Nomination*'; or you can search NAR.Realtor by typing '*DSA Nomination*' in the search field.

Attached is a listing of all DSA recipients. Many of the DSAs remain active at the National level in addition to their local, state and community organizations.

The NAR DSA is the ultimate recognition for the dedicated REALTOR® who has always set themselves apart as a leader.

- Candidates to be nominated will have shown exceptional service for at least 25 years and/or are 60 years of age or older.
- Candidates to be nominated will have performed in leadership positions at all levels of the REALTOR® organization – the local, state and national associations and **remain actively involved.**
- Candidates to be nominated are politically involved in the REALTOR® organization and in their local community, and their involvement has been extraordinary.

The accuracy and completeness of the application being submitted must be reviewed and approved by the REALTOR® who is being nominated. An outline of the applicant's expertise profile can be accessed through NAR.Realtor: <http://gms.realtor.org/nrdsprof.nsf/ROExpProfileHome?ReadForm>

We will not accept any applications that has not been approved and signed by the REALTOR® you are nominating.

- **All nominations must include the signatures of the President or AE of both the Local Board AND the State Association.**
- A professional headshot of the nominee is also required in the form of a high resolution electronic file. To ensure clarity, the photo should have a minimum resolution of 1200 x 1600. You may e-mail your photo to NARDSA@realtors.org. **Prints will not be accepted in lieu of an electronic file.**

- The appearance of the nomination form in a neat and consistent format is important. Incomplete documentation may affect the Council's final decision.

Please refer to the complete outline of the Selection Guidelines, which is attached to this memo and available on NAR.Realtor.

Individuals must meet all of the criteria to be considered for the NAR DSA. Often times, the selection comes down to several very qualified individuals who meet the criteria, but only two can be selected. Therefore, we strongly encourage the resubmission of candidates who were not previously awarded the DSA.

A completed nominations **must be received by COB, Tuesday, April 11th, 2017**. You may submit the application and form by one of the following methods:

E-mail: NARDSA@Realtors.org

EXPRESS MAIL: Maria Estrada
 NATIONAL ASSOCIATION OF REALTORS®
 430 North Michigan Avenue
 Chicago, IL 60611

Should you have any questions, please contact Maria Estrada, Staff Liaison at 312/329-8414. You may also e-mail your questions to NARDSA@Realtors.org.

Thank you for your Nominations,

Paula Savard, Chair
2017 Distinguished Service Award Council

Bruce Aydt, Vice Chair
2017 Distinguished Service Award Council

DISTINGUISHED SERVICE AWARD (DSA)

CANDIDATE CRITERIA IMPORTANT QUALIFYING CRITERIA FOR NOMINATION

Nominations that do not meet the Criteria will not be considered by the Council.

The following basic criteria will apply to members who are nominated for the Distinguished Service Award:

1. Candidates have attained the age of 60 or have at least 25 years service in the NATIONAL ASSOCIATION OF REALTORS[®], including leadership positions in the Member Board, State Association, National Association, and the Institutes, Societies and Councils.
2. Candidates must continue to be active participants at all levels of the Association -- local, state and national.
3. Candidates have a valid real estate license as a broker or salesperson and are **currently active** in the real estate industry.
4. Candidates have been recognized as a local leader whose performance of service and involvement in political and/or community activities is extraordinary.
5. Candidates have **not** served as President of the NATIONAL ASSOCIATION OF REALTORS[®].
6. An individual may be nominated more than once; however, a new form must be resubmitted each year the person is nominated. Information will not be carried over from one year to the next.
7. A professional headshot of your State's nominee is required in the form of a high resolution electronic file. You may e-mail your photo directly to NARDSA@realtors.org.
8. The Distinguished Service award **will not** be awarded posthumously.

The deadline for receipt of all forms is Tuesday, April 11th, 2017

DISTINGUISHED SERVICE AWARD (DSA)

SELECTION GUIDELINES

State Association and/or Member Boards may nominate candidates for the Distinguished Service Award. All nominations must include the signature of the DSA Candidate as well as the local and state association president or AE.

The Selection Council will review all nomination forms and applications that are submitted for consideration and will eliminate those Candidates who do not qualify, or whose forms do not follow the established guidelines.

1. The Candidate must indicate his / her final approval of the application by signing the Nomination Form. Applications that have not been approved by the Candidate will not be accepted. All forms that do not include the Candidate's signature will be returned and may risk disqualification if not re-submitted by the deadline.
2. Signatures of the local Board/Association President or AE **AND** the State Association President or AE are **mandatory** prior to the form being submitted. All forms that do not include these signatures will be returned and may risk disqualification if not re-submitted by the deadline.
3. The DSA Selection Council *neither* solicits *nor* discourages the use of supportive documents and materials (letters of recommendation, newspaper articles, news releases, etc.) with the candidate nomination form.
4. Campaigning or politicking on behalf of a nomination is considered inappropriate and is strongly discouraged by the DSA Selection Council. This could also result in disqualification of the applicant.
5. Only the **2017 DSA Application and Nomination Form** submitted in the official format as provided on www.NAR.Realtor will be considered. Documents that do not meet this format will be returned. Previous versions of the DSA Application or the Nomination Form are not acceptable.
6. A professional headshot of each Candidate is required in the form of an electronic file. You may e-mail the file directly NARDSA@Realtors.org. To ensure clarity, the photo should be high resolution. Low quality resolution photos will be returned.
7. Nominations are not carried over from year to year. A new nomination form and application must be submitted annually for consideration of the DSA.
8. All DSA nomination forms submitted for consideration are kept strictly confidential. All materials submitted become the property of NAR and will not be returned. After the DSA Selection Council determines the recipients, all materials are destroyed.
9. There is no charge or application fee for nominating a DSA Candidate.

The deadline for receipt of all forms is Tuesday, April 11th, 2017