

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 (articles, flyers, news releases, recreational photos, etc.) with the candidate nomination form. All such materials will be discarded and not included with the nomination forms reviewed by the Selection Council.
4. Only nominations that are submitted in the official nomination format as provided on DSA.Realtor will be considered.
5. 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.
6. All nominations **must** be signed by the President or AE of both the Candidate's Local Board **AND** State Association.
7. Nominations are not carried over from year to year. Candidates from the previous year will *not* be automatically reconsidered. A new nomination form and application must be submitted annually for consideration of the DSA.
8. Campaigning or politicking on behalf of a nomination is strongly discouraged by the DSA Selection Council.
9. 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.
10. There is no charge or application fee for nominating a DSA Candidate.