

# 2019 NAR DISTINGUISHED SERVICE AWARD (DSA) PROCESS

## SELECTION GUIDELINES

State Associations 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 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 **AND** the application. **Applications that have not been approved by the Candidate will not be accepted.** Any document that does not include the Candidate's signature will be returned and may risk disqualification if not re-submitted by the deadline.
2. **NEW:** Electronic signatures will be accepted for both the Application & the Nomination Form.
3. For the nomination form, signatures of the Local Association President or AE **AND** the State Association President or AE are **mandatory**. All nomination forms that do not include these signatures will be returned and may risk disqualification if not re-submitted by the deadline.
4. The DSA Selection Council does not recommend the use of supportive documents and materials (letters of recommendation, newspaper articles, news releases, etc.) with the candidate nomination form and application. **Only letters of endorsement from the candidate's local and state associations will be accepted.**
5. Campaigning or politicking on behalf of a candidate is considered inappropriate and is strongly discouraged by the DSA Selection Council. This could also result in disqualification of the applicant.
6. Only the **2019 DSA Application and Nomination Form** submitted in the official format as provided on the website, [www.DSA.Realtor](http://www.DSA.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.
7. 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](mailto:NARDSA@Realtors.org). To ensure clarity, the photo should have a minimum resolution of 1200 x 1600. Low quality resolution photos will be returned.
8. Nominations are not carried over from year to year. A new nomination form and application must be submitted annually for consideration of the DSA.
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. The Distinguished Service award **will not** be awarded posthumously.

**The deadline for submission is Wednesday, April 10, 2019**