



2018 COMMUNITY SERVICE APPLICATION

APPLICATIONS ARE DUE BY NOVEMBER 2, 2018

*You must be a Primary CCAR REALTOR® Member to submit a nomination.

The Community Service Award will be given annually to a CCAR Member who has gone above and beyond in their service to our broader community.

CRITERIA

1. Nominees must be a member of CCAR in good standing.
2. Nominees should have contributed to a program that improves the livability of our community. The program's activities aren't limited to real estate or housing issues, and may include such things as crime prevention, youth mentoring, education, environment, and homelessness prevention, etc.
3. Nominees should have made a significant contribution of personal time, but contributions of money, materials, and other resources will be considered by the judges as well.
4. Nominees will be judged on level of personal contribution, impact of personal contribution, broadness of impact, and the project's suitability as a role model for other REALTORS®.
5. The award is intended to recognize individual contributions, not association or company-wide efforts. If an individual within your company can be singled out as instrumental to the success of a group effort, he or she is eligible. If the achievements of two people (*such as a married couple or co-founders of an organization*) cannot be separated, they can enter as a pair and their entry will be considered as one.
6. Some portion of the nominee's community work must have taken place during the timeframe specified on the application form, but consideration will also be given to ongoing efforts outside that timeframe that demonstrate a depth of commitment.
7. Nominees should be able to document the results of their individual involvement through published reports and/or testimonials from the organization they served or the people they helped.
8. Nominations must be accompanied by a completed entry form to be considered (*REALTORS® may nominate themselves or may be nominated by another CCAR member or CCAR staff member, or the community organization they serve.*) You must submit an original and four copies of the entire entry package.
9. Entries must be received by **November 2 at 5pm** to be considered as a candidate for that calendar year's awards.
10. The Board of Directors of the Helping Hands Foundation will make the final selection. One person will receive the Community Service Award at the Annual Inaugural.
11. Award points will be given to entries based on level of personal contribution, impact of personal contribution, and the project's suitability as a role model for other REALTORS®. The winner will be the person who has been awarded the most points. The decision of the committee is final.
12. Nominees' entry information will not be given to anyone outside of the Contra Costa Association of REALTORS® and the selection committee who will receive only the information necessary to evaluate the candidate.
13. A monetary grant (*amount to be determined annually by Helping Hands*) will be awarded to the community organization named on the entry form by the winner. Grants can be divided among more than one organization only if the winner has documented those organizations on the entry form.



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NOMINEE

1. Name: _____ 2. Member Number: _____

3. Real Estate Designations (*ABR, CRS, etc.*): _____

4. Firm Name: _____

5. Address: _____
(street) (city) (state) (zip code)

6. Telephone Number: _____ 7. Fax Number: _____

8. E-mail Address: _____ 9. Birth Date (MM/DD/YY): ____/____/____

If you're completing this application and you are not the nominee, please also provide your:

10. Name: _____ 11. Relation to Nominee: _____

12. Firm Name/Charity: _____

13. Address: _____
(street) (city) (state) (zip code)

14. Telephone Number: _____ 15. E-mail Address: _____



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COMMUNITY PROGRAM(S) SERVED

(This organization will receive the grant money if you are selected as the Community Service Award winner. If there is more than one organization, please complete and submit additional sheets.)

1. Organization Name: _____

2. Address: _____
(street) (city) (state) (zip code)

3. Telephone Number: _____ 4. Fax Number: _____

5. E-mail Address: _____ 6. Website: _____

6. Nature of the community work performed *(brief description of the organization's mission and the candidate's contribution)*:

7. How long has the nominee been volunteering with this organization? _____

8. Briefly describe the results of the nominee's volunteer work: _____

Whom may we contact at the organization to verify the nominee's involvement?

9. Name: _____ 10. Title: _____

11. Telephone Number: _____ 12. E-mail: _____



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PERSONAL CONTRIBUTION (LAST 12 MONTHS ONLY)

(Nominees should have made a significant contribution of personal time, but contributions of money, materials, or other resources will be considered by the judges.)

Important Note: This information is required. Although you may not have exact records of your contribution, we must have your best estimate in order to evaluate the entry.

- 1. Unpaid hours the nominee personally contributed to this organization: _____
- 2. Volunteer hours the nominee personally recruited from others to work for this organization: _____
- 3. Dollars, materials, or other resources other than time the nominee personally contributed: _____
- 4. Dollars the nominee personally raised for this organization: _____
- 5. Number of people served by the nominee’s volunteer work (*approx.*): _____
- 6. Is the nominee personally compensated for any portion of the community service work described in this application?
 Yes No (*If yes, please explain.*)

- 7. Does the nominee perform the community service as part of his or her duties as an employee or corporate officer of a real estate company? Yes No (*If yes, please explain.*)

ESSAY EXPLANATION OF INVOLVEMENT

In no more than 500 words, describe the how nominee’s **individual** efforts have made the community a better place to live. (*Use separate page.*)

VERIFICATION OF INVOLVEMENT

Please attach published reports or testimonials from the organization or individuals served that document the nominee’s activities. These documents should attest to the individual involvement of the nominee. Please highlight the nominee’s name in documents where it is not immediately evident.



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LIST OF ATTACHMENTS

_____	_____
_____	_____
_____	_____
_____	_____

CERTIFICATION

I certify that to the best of my knowledge, all of the information provided is true and accurate.

Print Name

I am the nominee I am **not** the nominee

Signature

Date