



SUBURBAN WEST REALTORS® ASSOCIATION

DISTINGUISHED ACHIEVEMENT PROGRAM

PARTICIPANT DATA FORM

The Participant Data Form provides an organized method of documenting the participant's professional development activities, achievements, educational background, and political involvement. Point values and minimums and maximums allowable for each section are listed on the Participant Data Form.

To obtain the Distinguished Achievement status, candidates must accumulate a total of **at least 300 points** from the three sections within the Participant Data Form. Please keep in mind that this form was designed to provide participants with many opportunities to document a wide range of experience. Participants are not expected to fill every blank space of the form, although a minimum from each section is required to promote a well-rounded experience.

INSTRUCTIONS

- ★ Your Participant Data Form may be submitted anytime; however, applications are only reviewed annually after the November 30 submission deadline. Please be sure to keep a copy for your records.
- ★ All eligible activities must occur after the date of your enrollment in the program, unless otherwise noted. Therefore, completed Application Form must be submitted to signify intent.
- ★ Do not include the same information in more than one place on the form, as information cannot be documented twice for double points.
- ★ Points shall be accumulated within 4 years of the submission of your Application.
- ★ You are not required to submit documentation for proof of attendance at events or background information, except as noted. However, all applicants are subject to random audits of information whereas the Association staff reserves the right to request any or all documentation of information.
- ★ Include letter of recommendation from office manager or broker with Participant Data Form.
Or if you are the office manager or broker, then include a letter from your Supervisor. **NOTE:** Sole Proprietors and Principal Brokers are exempt from this requirement.
- ★ Include 2 Letters of Reference from a co-op broker from transactions completed during the Application period. **NOTE:** Letters must be from a company other than your own.

PROGRAM APPROVED POINTS

Your information will be reviewed upon submission of the form and may be returned to you if the minimum number of points has not been met. The SWRA staff reserves the right to determine eligible points if applicable. If there is a program you would like to attend for points that may not be noted on the Participant Data Form, email the information about the program to dap@suburbanwestrealtors.com. You will be notified if it has been approved.

SECTION I

ASSOCIATION INVOLVEMENT

Overall Section Minimum: 150 pts; Maximum: 250 pts

★ Attendance at meetings is required to earn points in these marked categories.

CATEGORY	POINTS RATING	POINTS EARNED	
Survey			
1	Completion of Application & Experience Survey	5 points (Max 5 pts)	5
Experience			
2	★ Active SWRA Board of Director: Officer/Director Position Held/Year: _____ Position Held/Year: _____	Officer = 20 pts/term (Max 40 pts) Director = 15 pts/term (Max 30 pts)	
3	★ Active Association Liaison Year(s): _____	5 pts/year (Max 10 pts)	
4	★ Experience on other SWRA Committees/Task Force/Golf Outing Committee/Task Force/Year: _____ _____ Committee/Task Force/Year: _____ _____ Committee/Task Force/Year: _____ _____ Committee/Task Force/Year: _____ _____	5 pts/committee/year (Max 20 pts)	
5	★ Active PAR Director Year(s): _____	5 pts/year (Max 10 pts)	
6	★ Experience on a PAR Committee/Task Force Committee/Task Force/Year: _____ _____ Committee/Task Force/Year: _____ _____	5 pts/year (Max 10 pts)	
7	★ Active NAR Director Year(s): _____	10 pts/year (Max 20 pts)	
8	★ Experience on a NAR Committee/Task Force Committee/Task Force/Year: _____ _____ Committee/Task Force/Year: _____ _____	10 pts/year (Max 20 pts)	
9	Active ARS Instructor (Minimum one 3.5 hour class/year) Course Title/Date: _____ Course Title/Date: _____	15 pts/day (Max 30 pts)	
10	Experience on a SWRA focus group Topic: _____ Year: _____	5 pts/year (Max 5 pts)	
11	Experience as an Association appointed representative in the community (i.e. school award presentation) Topic: _____ Year: _____	5 pts/year (Max 5 pts)	

SECTION I : ASSOCIATION INVOLVEMENT (CONT.)

CATEGORY	POINTS RATING	POINTS EARNED
12	Experience as a panel member/speaker/session leader of an Association event Event/Year: _____ Event/Year: _____	5 pts/year (Max 10 pts)
13	Article(s) published in REALTOR News Magazine Title: _____ Date: _____ Title: _____ Date: _____	Staff Determined (Max 10 pts)
14	Article published in other REALTOR Association publications at all Association levels (Must be written during program period and include article sample)	5 pts/article (Max 10 pts)
Activities		
15	Attendance at SWRA General Meeting or BOD Installation Event/Year: _____ Event/Year: _____ Event/Year: _____	15 pts/event (Max 45 pts)
16	Attendance at SWRA non-credit Educational Seminars (ie. Mock Ethics Hearing, Starbucks Morning, Standard Forms Forum, Educ. Exchange) Seminar/Date: _____ Seminar/Date: _____ Seminar/Date: _____ Seminar/Date: _____ Seminar/Date: _____	5 pts/event (Max 25 pts)
17	Attendance at PAR Business Meetings Date(s): _____ _____	5pts/day (Max 25 pts)
18	Attendance at NAR Conference (Mid-Year/Annual) Date(s): _____ _____	Mid-Year = 10 pts/day (Max 30 pts) Annual = 15 pts/day (Max 30 pts)
19	Attendance at Triple Play Conferences Date(s): _____ _____	2 pts/day (Max 8 pts)
20	Attendance at other (neighboring) REALTOR related events Event/Date: _____ Event/Date: _____ Event/Date: _____ Event/Date: _____	5 pts/event (Max 20 pts)
21	NAR affiliated designations: GRI, ABR, CRS, e-PRO, Green etc. (Currently maintained or earned during application) Designation/DateEarned: _____ Designation/DateEarned: _____ Designation/DateEarned: _____ Designation/DateEarned: _____	4 pts/designation (Max 16 pts)
22	Vote in SWRA Election Year(s): _____	5 pts/year (Max 20 pts)
SECTION TOTALS		

SECTION II

POLITICAL INVOLVEMENT

Overall Section Minimum: 25 pts; Maximum: 75 pts

★ Attendance at meetings is required to earn points in these marked categories.

CATEGORY		POINTS RATING	POINTS EARNED
1	★ Active Suburban REALTORS Alliance (SRA) Director Year(s): _____ _____	10 pts/year (Max 20 pts)	
2	RPAC Fundraising Representative/Donor Position Held/ Role/Date: _____ Role/Date: _____	Rep = 5 pts/year (Max 10 pts) Donor = 2pts/year (Max 10 pts)	
3	Response to Calls to Action/Issues Campaign letter writing Action/Letter/Date: _____ Action/Letter/Date: _____ Action/Letter/Date: _____ Action/Letter/Date: _____ Action/Letter/Date: _____	2 pts/action or letter (Max 10 pts)	
4	Participate in Legislative/Congressional Meetings and Hill Briefings Meeting Type/Date: _____ Meeting Type/Date: _____ Meeting Type/Date: _____ Meeting Type/Date: _____	5 pts/day (Max 20 pts)	
5	PAR Government Affairs Seminar Event/Date: _____ Event/Date: _____	10 pts/event (Max 20 pts)	
6	Involvement in Community Forum on Real Estate issues Event/Date: _____ Event/Date: _____	5 pts/event (Max 10 pts)	
7	Active SRA's Community Liaison Program Year(s): _____ _____	5 pts/year (Max 10 pts)	
8	Active on PAR/NAR Key Contact Program Year(s): _____ _____	5 pts/year (Max 20 pts)	
9	Voting in Primary or General Election Year(s): _____ _____	2 pts/year (Max 10 pts)	
SECTION TOTALS			

SECTION III

COMMUNITY INVOLVEMENT

Overall Section Minimum: 25 pts; Maximum: 75 pts

Items below require signed Verification Form provided with enrollment.

CATEGORY		POINTS RATING	POINTS EARNED
1	Membership/Donor in individual/community-based organizations Organization/Date: _____ Organization/Date: _____ Organization/Date: _____ Organization/Date: _____	5 pts/year (Max 20 pts)	
2	Leadership role in individual/community-based organizations Position Held/Year: _____ Position Held/Year: _____	10 pts/year (Max 20 pts)	
3	Participant in activity/event/project in individual/community-based organizations Event Description/Date: _____ _____ Event Description/Date: _____ _____ Event Description/Date: _____ _____ Event Description/Date: _____ _____	2 pts/event/year (Max 10 pts)	
4	Membership/Donor in civic/business clubs Organization/Date: _____ Organization/Date: _____ Organization/Date: _____ Organization/Date: _____	5 pts/day (Max 20 pts)	
5	Leadership role in civic/business clubs Position Held/Year: _____ Position Held/Year: _____	10 pts/year (Max 20 pts)	
6	Participant in activity/event/project in civic/business clubs Event Description/Date: _____ _____ Event Description/Date: _____ _____ Event Description/Date: _____ _____ Event Description/Date: _____ _____	2 pts/event/year (Max 10 pts)	
7	Non-Real Estate political involvement Activity/Events): _____ _____ Dates(s): _____ _____	2 pts/year (Max 10 pts)	
SECTION TOTALS			

SUMMARY

SECTION		SECTION RATING	TOTAL EARNED
1	Section I: Association Involvement	Overall Section Min 150 pts / Max 250 pts	
2	Section II: Political Involvement	Overall Section Min 25 pts / Max 75 pts	
3	Section III: Community Involvement	Overall Section Min 25 pts / Max 75 pts	
		GRAND TOTALS (must have at least 300 points)	

TERMS AND CONDITIONS

Please review the following statements and sign and date the form below to be included with submission of the Participant Data Form.

- ★ I agree to submit a completed Participant Data Form and supply further information to SWRA for the purposes of determining my eligibility. I fully understand that it is a form only and does not guarantee certification. I further understand that any false statement or misrepresentation that I may make in the course of these proceedings and application may result in the revocation of this application. There is no requirement to attach documentation (except published articles) or proof of attendance at education events or background information. In the case of an audit, however, documentation of all information will be requested, and SWRA reserves the right to examine any or all documentation.
- ★ I understand that SWRA reserves the right to revise or update this application, and that it is my responsibility to be aware of SWRA's current requirements. I further understand that I am obligated to inform SWRA of changed circumstances that may materially affect my application.
- ★ I understand and agree that if attain Distinguished Achievement status, following acceptance and successful completion of the program requirements, this status does not constitute SWRA's warranty or guarantee of my fitness or competency to practice.
- ★ I authorize SWRA to include my name in a list of individuals who have attained Distinguished Achievement status and agree to use the Distinguished Achievement logos only as permitted. I understand and agree that SWRA may also use anonymous and aggregate application data for statistical and research purposes.
- ★ I understand and agree that if I attain Distinguished Achievement status, I must maintain a record free of violations of the Code of Ethics and license law. Should I be found in violation of the Code of Ethics or license law I will immediately notify the SWRA and relinquish my status cease any use of the program name and logos.
- ★ I do hereby certify that information contained in this form is true and correct, and understand that all information is subject to verification.

Name

Date