



Chesapeake Bay & Rivers Association of REALTORS®, Inc.
10880 General Puller Highway, Suite E, Hartfield VA 23071
Office (804) 776-0568 Fax (804) 776-0270 Email: CBRAR@cbrar.com

To: CBRAR Primary and Secondary Members

RE: CBRAR Honor Society

CBRAR Awards Committee would like to thank and congratulate all those members that participated in the 2017 CBRAR Honor Society. As 2018 is coming to a close we would like to remind all of the CBRAR members to please take time to submit your applications for the 2018 Honor Society Program. The CBRAR Honor Society recognizes the achievements of CBRAR REALTOR® members including real estate transactions, education/designations, VR/NAR participation, CBRAR leadership/committee work, and community service. Membership in the CBRAR Honor Society is comprised of outstanding REALTOR® members who have qualified for membership based on an annual point system requiring a minimum of 100 points.

Learn more about this exciting program from the following attachment:

- 1) Guide to completing the 2018 CBRAR Honor Society Application
- 2) CBRAR 2018 Honor Society Program Awards Point Form
- 3) CBRAR Honor Society Transaction Points Certified Data Information Form
- 4) Opt In/Opt Out Form

The deadline to submit your 2018 CBRAR Honor Society Application is January 31, 2019. The applications must be delivered and received by the CBRAR Association Board office on Friday, January 31th by 3:00 pm. Late submissions will not be accepted, no exceptions!

Please Call Deborah Rhodes 804.387.0000 with questions.

Guide to Completing the 2018 CBRAR Honor Society Application

The Chesapeake Bay and Rivers Association of REALTORS® (CBRAR) Honor Society was established by the CBRAR Board in 2010 to recognize the achievements of CBRAR REALTOR® members including real estate transactions, education/designations, VR/NAR participation, CBRAR leadership/committee work, and community service.

The Honor Society, sponsored by CBRAR, is comprised of outstanding REALTOR® members who have qualified for membership based on an annual point system. Any CBRAR REALTOR® member meeting the following criteria qualifies for membership:

1. The CBRAR Honor Society is open to CBRAR REALTOR® members only.
2. In order to qualify for the CBRAR Honor Society, a REALTOR® member must obtain a minimum of 100 TOTAL points in a calendar year.
3. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Friday, January 31, 2018. Late submissions will not be accepted. No exceptions!**

A completed application is one that:

- a. Includes CBRAR Honor Society Program Awards Point Form that has been filled out and signed by the applicant and principal or managing broker.
 - b. Includes Opt In or Opt Out Form Completed.
 - c. Includes check in the amount of \$50.00 if Opt In option is chosen on Opt In/Opt Out Form.
 - d. **Includes supporting documentation for CBRAR transactions, and all items which are not tracked by CBRAR.** EXAMPLES: Registration receipts for NAR/VR conventions, designation/ society certificates of completion or print out from NRDS of designation/society qualification completion, NAR/VR and/or CBRAR education credits, and real estate transactions. Submit CBRAR Honor Society Transaction Points Certified Data Information Form with MLS # printout or HUD/Statement. HUD statement only used in a situation where the property was not listed with any MLS and proof of community service. All of the above must be current for award year. **CBRAR Staff is not responsible for tracking or reproducing supporting documents that certify agent's participation in any category. It will be the agent's sole responsibility to provide supporting documentation for points represented on the Honor Society Program Awards Point Form.**
4. Education Credits: Education credits may be earned from any of the following options:
 - a. Attending education courses/ lunch and learns offered at CBRAR.
 - b. Attending education courses at the NAR & VR Conventions or other venues.
 - c. Completing education courses on-line.
 - d. Completing NAR certified designation/certification courses and current society designations.
 5. Only those activities that were completed between 1/1/2018 and 12/31/2018 qualify for inclusion on the 2017 application form. The only exception to this is professional designations. Applicants MAY claim points for a designation they complete in prior years as long as they are a member in good standing of the society for the designation (i.e. have met all requirements for membership including payment of annual dues in current award year).

6. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Friday, January 31, 2019. Late submissions will not be accepted. No exceptions!**
7. The CBRAR Honor Society Awards Committee reviews all applications and reserves the right to audit, at the principal or managing broker's offices to review back-up material supporting submissions. Participating office's records shall be made available to the Awards Committee upon written request. Additional information requested by the Honor Society Awards Committee from an applicant must be delivered to the Board Office within 5 days of the request to avoid your application being disqualified.
8. Any member transferring from a primary firm to another within the CBRAR, and any secondary member transferring from one firm to another shall be eligible to carry his or her transactions (certified by the member's principal or managing broker) including documentation to be confirmed by the Awards Committee, to his or her new principal or managing broker in order to qualify for membership in the CBRAR Honor Society.
9. REALTORS® holding primary or secondary membership in the CBRAR must have attained a minimum of 51% of his/her transaction points within a company under the jurisdiction of the CBRAR MLS.
10. To maintain membership in the CBRAR Honor Society, member REALTORS® of CBRAR must earn a minimum of 100 TOTAL points in each calendar year and submit an application each year. Membership does not automatically renew.
11. The 2018 CBRAR Honor Society Membership Awards will be presented at an upcoming event. *Date and time to be announced later.*
12. **Complete CBRAR Honor Society Award Application Consists of the Following:**
 1. CBRAR Honor Society Program Awards Point Form.
 2. CBRAR Honor Society Transaction Points Certified Data Information Form.
 3. MLS print out with closed data; closing statement for non-CBRAR MLS transactions.
 4. Copies of registration receipts for NAR/VAR conventions, designation/society certificates, education certificates, receipts showing RPAC donations, and proof of community service (letter from community service organization stating what you did to volunteer). **(See 3c. above).**
 5. Copy of current real estate license.
 6. Completed Award Opt In or Opt Out form.
 7. \$50.00 Application Check made payable to CBRAR **ONLY** if you have chosen to Opt In on the Opt In/Out Form.
13. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Friday, January 31, 2019. Late submissions will not be accepted. No exceptions!**

Addressed to:

**Chesapeake Bay and Rivers Association of REALTORS
10880 General Puller Highway, Suite E
Hartfield, VA 23071**

**Attention: Deborah Rhodes, CBRAR Honor Society Awards Committee - Marked
"Confidential"**

**Chesapeake Bay & Rivers Honor Society
Opt In/Out Form**

This Form Must Be Submitted with Honor Society Application Package

Opt In:

You have the option when submitting your Honor Society Application Package to **Opt In** to be presented an Award determined by the CBRAR Honor Society Awards Committee at the Honor Society Awards Event. The Award typically would be acrylic with your name and year you are receiving the Honor Society Award. The cost for this **Opt In** Award is \$50.00 and you would submit a check for this amount when you submit your CBRAR Honor Society Application package.

Opt Out:

You also have the option when submitting your Honor Society Application Package to **Opt Out** of receiving an Acrylic/Statuesque Award. If you choose to **Opt Out** you will receive a Certificate of Recognition in a folder that would be suitable for framing. There is no cost for the **Opt Out** certificate.

Please complete the following form and include it in your Honor Society Application Package:

_____ **OPT IN.** I would like to Opt In to receive the Honor Society Award (Acrylic/Statuesque) presented at the Honor Society Awards Event and I understand the cost for the Award is \$50.00. I have included with my Honor Society Application Package a check in the amount of \$50.00 payable to CBRAR.

_____ **Opt Out.** I chose to Opt Out and receive the Honor Society Certificate of Recognition. I understand that I will receive a Certificate of Recognition in a folder at no cost.

CATEGORIES	POINTS	POINT SYSTEM RULES: MINIMUM 100 POINTS NEEDED TO QUALIFY FOR THE HONOR SOCIETY.	CATEGORY MIN/MAX PTS
REAL ESTATE TRANSACTIONS: (For this section only Teams must split their Transaction points.)			MAX 30 PTS
LIST/SALE	1	Up to one point per transaction regardless if you handled one or both sides of the transaction. Selling/Listing Team or Co-List Agent point is divided by the number of agents involved in transaction. Minimum five points to qualify.	
GENERAL MEMBERSHIP MEETING:			MAX 40 PTS
Attendance	10	Ten points per meeting attended. Minimum 20 points to qualify.	
EDUCATION:			MAX 30 PTS
CBRAR Real Estate Classes	3	Three points per hour of RE related Courses at CBRAR.	
Other Real Estate Classes	1	One point per hour of RE related courses online or other venues.	
CBRAR / Events, Leadership Training	2	Two points per attendance maximum 10 Points for this item.	
VAR/NAR PARTICIPATION:			MAX 40 PTS
NAR/VR Conventions	15	Ten points for each convention attended.	
REALTOR Day On The Hill	10	Ten points for attendance.	
Legislative/Leadership Conference	10	Ten points for attendance.	
RPAC Contributor	5	Contribution of \$30 - \$99. (Select only one category).	
RPAC Contributor	10	Contribution of \$100 - \$249. (Select only one category).	
RPAC Contributor	15	Contribution of \$250 and above. (Select only one category).	
CBRAR & CBRAR PROPERTY SERVICES BOARD LEADERSHIP/COMMITTEES/TASKFORCES			MAX 40 PTS
Current President and President Elect	30	Points for either serving as President or President Elect.	
Current Immediate Past President, VP, Secretary/Treasurer, Director	20	Points for currently serving on either CBRAR Board. Meeting attendance must be in accordance with Bylaws.	
Committee or Task Force Chair/Co-Chair	20	Points for currently serving on CBRAR Committee/Task Force. Must attend 80% of the meetings.	
Committee or Task Force Member	15	Points for currently serving on either CBRAR Committee/Task Force. Must attend 80% of the meetings.	
CBRAR Community Outreach Project Participant	10	Points for participating in CBRAR Community Outreach Project	
NATIONAL DESIGNATIONS: (VAR & NAR)			MAX 30 PTS
ABR, ALC, ARM, VA Land Institute	10	Must currently hold the designation.	
CCIM, CIPS, CPM, CRB, CRE, CRS	10	Must currently hold the designation.	
GRI, LTG, SFR, SFRES, SRS, QSC	10	Must currently hold the designation.	
E-Pro Certification, Green Designation	10	Must currently hold the designation.	
Broker/Associate Broker	10	Must currently hold the designation.	
INSTITUTE & SOCIETIES			MAX 15 PTS
RNMI, WCR, IREM, RLI	5	Must currently hold the designation.	
CBRAR, VR Honor Society Member	10	Must currently hold the designation.	
COMMUNITY SERVICE ORGANIZATIONS			MAX 20 PTS
Angel Tree, Food Bank, Toy Drive, Blood Drive, Animal Shelter/Humane Societies, Habitat for Humanity, Youth Programs, Relay For Life. These are examples of service organizations. This list is not all inclusive. Charitable contributions, either as money or goods, are accepted as community service.	5	Participation must be documented in writing by the community services organization's Board of Directors, committee chairs or official representative. The Honor Society Committee retains the right to verify and approve points participation. Proof of charitable contribution is via receipts or cancelled checks. CBRAR signed forms for charity donations made by Realtors at CBRAR meetings also accepted.	
Page 1 of 2		Minimum 100 Points	TOTAL POINTS =

Agent and broker understand that representations in this application to be accepted into the CBRAR Honor Society may be audited by the Awards Committee at the principal or managing broker’s office to review back-up material supporting submissions. Participating office’s records shall be made available to the Awards Committee upon written request.

***Teams only split their points in the Transaction Section as that is the only area it would affect.

Agent Complete Below:

Print Name:

Agent Signature:

Date:

Company Name:

Company Address:

Company Address:

Agent Telephone Number:

Agent Email Address:

Agent CBRAR ID Number:

Company CBRAR ID Number:

DPOR License Number:

NRDS ID Number:

Principal or Managing Broker Complete Below:

Print Name:

Broker Signature:

Date:

Company Name:

Company Address:

Company Address:

Broker Telephone Number:

Broker Email Address:

Broker CBRAR ID Number:

Company CBRAR ID Number:

DPOR License Number:

NRDS ID Number:

