



**2025 Circle of Excellence Awards**  
**Assistant Community Manager of the Year**  
**Nomination Kit 18**

*\*\*Preparation checklist: Use this form for reference prior to submitting your online nomination. The following items are required to properly submit a valid online nomination.*

*\*\* Please note a nominee will receive zero points for not submitting criteria.*

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**1. Nominator Information (REQUIRED)**

- a. Name
- b. Phone Number
- c. Email

**2. Nominee Information (REQUIRED)**

- |                          |  |
|--------------------------|--|
| a. Name                  | e. Supervisor Name                               |
| b. Phone Number          | f. Supervisor Phone Number                       |
| c. Email                 | g. Number of years in position at this community |
| d. Professional Headshot |  |

**3. Community Information (REQUIRED)**

- |                            |   |
|----------------------------|---|
| a. Community Name          | c. Total number of units managed          |
| b. Management Company Name | d. Total number of employees at community |

**4. Continuing Education / Designation(s) (10 POINTS)**

- a. Continuing Education completed in the last 12 months (October 2024 – September 2025).
- b. Professional Designations (CALP, CAM, CAPS) currently on record.

**5. Association Involvement (10 POINTS)**

- a. Involvement in SEFAA, FAA, and NAA events in the last 12 months (October 2024 – September 2025).
- b. Involvement in SEFAA committees in the last 12 months (October 2024 – September 2025).

**6. Supplementary Questions (70 POINTS)**

- a. Explain what aspects of the job the nominee has succeeded and excelled at.
- b. Describe a challenge that the nominee has overcome.
- c. Describe one way the nominee made the community more attractive to prospective and current residents.
- d. Describe something the nominee did in the last year to motivate the staff.
- e. Is there anything else you would like to say about the nominee that makes them qualified for this award?

**7. Endorsement Form(s) (10 POINTS)**

- a. Nominees are required to submit at least one (1) completed endorsement form from a supervisor, colleague, or supplier. Nominees may submit up to five (5) completed endorsement forms.

**8. Additional Attachments (OPTIONAL)**

- a. Nominees may submit additional documents (photos, videos, presentations, etc.) to further make their claim for this award.



## **Assistant Community Manager Nominee**

(Fill & Submit One Letter for Each Endorsement)

**Nominee Name:** \_\_\_\_\_

**Community:** \_\_\_\_\_

**To Whom It May Concern,**

**The South East Florida Apartment Association (SEFAA) Circle of Excellence Awards Ceremony is taking place on November 21, 2025.**

**I am seeking nomination support for the category of, “Assistant Community Manager of the Year”. The award is given to an outstanding individual that demonstrates exemplary skills in professionalism, time management, work ethic, operational knowledge, and colleague support as it relates to the position of Assistant Community Manager.**

**If you are in support of my nomination for this award, please sign the endorsement form below.**

\_\_\_\_\_  
**Endorsement:**

\_\_\_\_\_  
**Name**

\_\_\_\_\_  
**Title**

\_\_\_\_\_  
**Email Address**

\_\_\_\_\_  
**Phone Number**