



**2019 Circle of Excellence Awards**  
**Assistant Manager of the Year**  
**Mid-High Community (4+ floors)**  
**Nomination Kit 2.4**

*\*\*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.*

NOMINATOR INFORMATION

Please include name, contact number and email address of person submitting the nomination.

Pass or Fail | NOMINEE INFORMATION

- Name
- Phone Number
- Email Address
- Community Name
- Nominee Head Shot
- Management Company Name
- Supervisor Name
- Supervisor Office Phone Number
- Supervisor Cell Phone Number

Pass or Fail | COMMUNITY INFORMATION

- Total number of units managed
- Year community was built
- Total number of employees at community
- Number of years in position at this community

1-10 POINTS | CONTINUING EDUCATION / DESIGNATIONS (August 2018 - August 2019)

- Continuing Education completed in the last 12 months
- Professional Designations (NALP, CAM, CAMT, CAPS)

1-45 POINTS | NARRATIVE

Provide a thorough narrative of the nominee's attributes that justify their consideration for this award. This narrative can be written by the nominee or the person nominating the Assistant Manager. A narrative can include items such as: how you started in the industry, how you became an Assistant Manager, furthering education, staff motivation, career success, etc. This narrative may be a paragraph long or it may be pages long.

1-10 POINTS | ASSOCIATION INVOLVEMENT NARRATIVE (August 2018 - August 2019)

- Association Involvement (Includes SEFAA/FAA/NAA events from Aug 2018 - Aug 2019)

1-5 POINTS | CREATIVE DIGITAL PHOTO-SUPPORTING THE NARRATIVE

Submit creative digital photo(s) which best represents the nominee and supports the narrative.

1-20 POINTS | SUPPLEMENTARY QUESTIONS

Provide a thorough answer to the questions

1-5 POINTS | ENDORSEMENT FORMS

*\*\*A nominee may submit up to 5 letters of endorsements from supervisor, colleagues or vendors.*

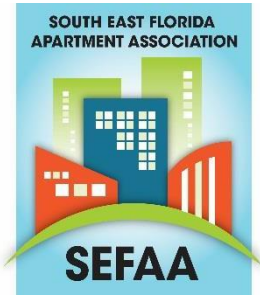
- 1 Endorsement form required. Template available at [www.sefaa.com](http://www.sefaa.com)

1-5 POINTS | RESIDENT SUPPORT LETTER (August 2018 - August 2019)

*\*\* The resident letter should be a minimum of one paragraph*

*\*\*Additional letters from residents are encouraged but not required for nomination submission. Nominee may submit up to 5 letters of resident support*

- Letter of support from a resident should be dated between August 2018 - August 2019



# Assistant Community Manager Nominee

(Print One Letter for Each Endorsement)

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

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

Dear Colleague,

The South East Florida Apartment Association (SEFAA) Circle of Excellence awards program is November 15, 2019.

I am seeking nomination support for the category of; "Assistant Community Manager – Mid/High Rise of the Year". This award is given to an outstanding professional that demonstrates exemplary skills in professionalism, time management, work ethic, operational knowledge and colleague support as it relates to the position of Assistant Manager.

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

\*\*\*\*\*

Endorsement:

\_\_\_\_\_

Name

\_\_\_\_\_

Title

\_\_\_\_\_

Contact Number

\_\_\_\_\_

Email Address