

# Circle of Excellence Awards Nomination Guide



### 3. Select a category that corresponds to your nomination.

Click the drop-down menu and browse for the category you would like to submit a nomination.

This screenshot shows the SEFAA nomination form. On the left, a dark sidebar contains navigation links: "Start entry | My entries | SEFAA", "SEFAA", and "Entries". The main content area features a dropdown menu for selecting a category. The menu is open, displaying a list of 17 categories, including "01. Supplier Company of the Year", "02. Supplier Professional of the Year", "03. Social Media Excellence of the Year", "04. Lease-up Community of the Year", "05. Community Renovation of the Year", "06. Community Model of the Year", "07. Community Amenities of the Year", "08. Community Exterior Curb Appeal of the Year", "09. Community of the Year - Affordable", "10. Community of the Year - Conventional - Garden Style Community", "11. Community of the Year - Conventional - Mid-Rise Community", "12. Community of the Year - Conventional - High-Rise Community", "13. Housekeeper/Groundskeeper of the Year", "14. Maintenance Professional of the Year", "15. Maintenance Team of the Year", "16. Maintenance Supervisor of the Year", and "17. Leasing Professional of the Year". Below the dropdown, there are input fields for "Who are you nominating?", "Your Phone Number", "Your Name", and "Your Email Address".

### 4. Once the category is selected, type in the full name of the person/company you would like to nominate for that category.

Make sure to check the category description to the right of the screen to verify your selection and review the requirements per category.

A checklist is available to download under each category description. This checklist is to be used as a guideline for your application and includes the scoring per question for your reference.

This screenshot shows the SEFAA nomination form with the "Supplier Company of the Year" category selected. The form has a top navigation bar with tabs: "Begin Nomination", "Nominee Information", "Association Involvement", "Awards and Recognitions Received", "Supplementary Questions", and "Attachments". The "Begin Nomination" tab is active. Below the tabs, there is a "Category" dropdown menu with "01. Supplier Company of the Year" selected. To the right of the dropdown, the category description is displayed: "The category honors a Company that has demonstrated exemplary skills in professionalism, work ethic, customer support, time management, operational excellence and employee support, that results in general company advancement and growth. Companies entered in this category maintain high professional standards and acts as a workplace example to corporate and clients alike." Below the description, there is a link: "Click here to view the checklist". A link "Download blank entry PDF for reference" is also present. Below these links, there are input fields for "Who are you nominating?", "Your Phone Number", "Your Name", and "Your Email Address". At the bottom, there are "Save + next" and "Cancel" buttons.



**Additional Notes:**

- The person or company you are nominating:
  - Must be an active member of the South East Florida Apartment Association
  - Cannot win the same award category two years in a row
- Please note **specific categories** contain an optional endorsement form. This page is included in the checklist packet for the respective categories.
- Some fields are marked as optional, however, please note that points will be missed if field/box is left blank or attachments are not submitted.
- A copy of all checklists and category descriptions can also be found on the event page at [sefaa.org](http://sefaa.org).