



**2025 Circle of Excellence Awards**  
**Supplier Professional of the Year**  
**(Account Manager, Sales Executive, & Business Development)**  
**Nomination Kit 2**

*\*\*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                        | d. Nominee's Email Address       |
| b. Company Name                | e. Nominee Professional Headshot |
| c. Nominee's Position          | f. Supervisor Name               |
| d. Number of Years in Position | g. Supervisor Phone Number       |
| e. Nominee's Phone Number      |                                  |

3. 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).).

4. Awards & Recognition / Designation(s) Received **(10 POINTS)**

- a. List and describe all individual awards and recognition received in the last 12 months (October 2024 – September 2025).
- b. Professional Designations (CAS) currently on record.

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

- a. Describe the nominee's position and their roles and responsibilities.
- b. Explain what aspects of the job the nominee has succeeded and excelled at.
- c. Describe a challenge that the nominee has overcome.
- d. Describe one way the nominee has maintained or improved client relations.
- e. Is there anything else you would like to say about the nominee that makes them qualified for this award?

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

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

7. Additional Attachments **(OPTIONAL)**

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



## **Supplier Professional Nominee**

(Fill & Submit One Letter for Each Endorsement)

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

**Company:** \_\_\_\_\_

**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, "Supplier Professional 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 within the supplier company.**

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

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

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

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

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

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