



# Affiliate of the Year Award Application/Nomination Form

Affiliate of the Year Award The Affiliate of the Year Award may be given annually to an Affiliate member of the Southern Gateway Association of REALTORS® who has demonstrated service and dedication to the Southern Gateway Association. The same company or person may not receive this award for two consecutive years.

Qualifications for the Affiliate of the Year

- Nominees must have been a member for at least one year (twelve consecutive months) upon nomination.
- Nominees must have served on at least one committee within the award year.
- Nominees must have participated in at least two SGAR events within the award year.

Affiliate of the Year Nomination Process

Anyone may nominate an Affiliate for this award. It will ultimately be the decision of the award year's president to determine the recipient.

Affiliate of the Year Recognition

The winner of the Affiliate of the Year award will receive a plaque and recognition at the SGAR Awards Banquet

**Please print or type.**

Applicant/Nominee's Name as to appear on the award (If Selected) \_\_\_\_\_

Applicant/Nominee's Company \_\_\_\_\_

Applicant/ Nominee's email: \_\_\_\_\_ Applicant/Nominee's Phone: \_\_\_\_\_

Nominator's Name \_\_\_\_\_ Day Phone \_\_\_\_\_

Please also include some of the following information.

Designations and Certifications \_\_\_\_\_

Local Board/Association Involvement (volunteer time, offices or positions held, honors and awards received, etc.)

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Anything else you would like to share about the nominee. (ie Previous job experience, educational background, community involvement, other board membership/ involvement.)

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***The signers hereby certify that all information furnished in and with this form is accurate and truthful.***

\_\_\_\_\_  
Applicant or Nominator's Signature

**Return forms to:**

SGAR, 1505 Astra Way, Arnold, MO 63010, fax to 636-282-0185, or email [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org)

**DEADLINE: All forms must be submitted to the Association office by February 14, 2025.**



# Lifetime Achievement Award Application

The SGAR Lifetime Achievement Award will be given to a REALTOR® member who has dedicated many years of service to the Southern Gateway Association of REALTORS®. Anyone may nominate a REALTOR® for the SGAR Lifetime Achievement Award. This is a discretionary award where the Board of Directors decides the recipient at their discretion. The Awards Committee may nominate a recipient. This award will have a similar nomination form to the SGAR Service Award, but a longer history would be considered.

Verification: The signature of the broker under which the REALTOR® nominee works is considered verification of the application/nomination.

## Qualifications for the Lifetime Achievement Award

- Must be a member in good standing

Nominee's Name as to Appear on the Award (If Selected):

\_\_\_\_\_

Nominee's Company: \_\_\_\_\_

Nominator's Name: \_\_\_\_\_

Nominator's Phone

#: \_\_\_\_\_

**DEADLINE: All forms must be submitted to the Association office by February 14, 2025.  
Submit applications to [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org), fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010**

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Association Office Use Only:

Date Received: \_\_\_\_\_

Received completed 2<sup>nd</sup> page of application: yes / no

Approved By:

\_\_\_\_\_

Date Approved: \_\_\_\_\_

# Lifetime Achievement Award Application

Designations and Certifications

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Real Estate Background (date licensed, experience, etc.)

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Local, State & National Association Involvement (offices or positions held, honors and awards received, etc.)

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Anything else you would like to share (previous job experience, educational background, community involvement, other board membership/involvement, etc.)

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Please include additional pages if necessary.

***The signers hereby certify that all information furnished on and with this form is accurate and truthful.***

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Nominator's Signature

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Broker' Signature



# 2024 Rookie of the Year Award Application

The SGAR Rookie of the Year award will be given to the REALTOR® who has achieved the highest amount of closed transactions (sides) ending within the corresponding award year. Only closed transactions (sides) within January 1-December 31, 2024 will be accepted. In the event of a tie, the sales volume will be the determining factor.

The Rookie of the Year award application may be submitted by anyone. The broker must sign the application confirming all information is accurate. (Must be returned by the deadline time or will be disqualified.) If the nominee is the broker, the Southern Gateway Association of REALTORS® Awards Chair and President will sign the form.

### Qualifications for Rookie of the Year

- Must be a member in good standing.
- Never held a prior real estate license or hold a broker’s license.
- Not have had a valid real estate license for more than 24 months by the end of the award year.

Nominee’s Name as to Appear on Award (If Selected):

\_\_\_\_\_

Nominee’s Company: \_\_\_\_\_

Nominee’s Phone: \_\_\_\_\_ Nominee’s Email:

\_\_\_\_\_

Submitted By: \_\_\_\_\_

Date First Licensed: \_\_\_\_\_ MLS ID: \_\_\_\_\_

Number of Closed Transactions: \_\_\_\_\_ Sales Volume: \_\_\_\_\_

- Currently an active member with the Southern Gateway Association of REALTORS®
- Attached copy of current real estate license
- Attached copy of transactions listed on the MLS Agent Production Inventory Report (Refer to the MLS Agent Production Inventory Report Directions.)

I hereby certify that the above-named REALTOR® meets the qualifications for the Rookie of the Year Award.

\_\_\_\_\_  
**Broker’s Signature**

\_\_\_\_\_  
**Date**

**DEADLINE: All forms must be submitted to the Association office by February 14, 2025.**  
**Submit applications to [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org), fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010**

Association Office Use Only: \_\_\_\_\_ Date Received: \_\_\_\_\_

Received Copy of License: yes / no \_\_\_\_\_ Approved By: \_\_\_\_\_

Received Copy of MLS Transactions: yes / no \_\_\_\_\_ Date Approved: \_\_\_\_\_



# Scholarship Policy

## **Application Guidelines**

- Only high school seniors may apply. Applicants must be a son, daughter, grandson, or granddaughter of a REALTOR® member of the Southern Gateway Association of REALTORS®. REALTOR® member must be a member in good standing at the time of application.
- Along with each application, student must submit an essay regarding themselves, his or her school and community participation and activities and his or her hopes and purpose for attending college.
- Applicants may be called for an interview.

## **General Information:**

- Scholarship will be presented at the Southern Gateway Association of REALTORS® Award Banquet. The recipient will be notified prior to the event and invited to attend with their member parent or grandparent. Their dinners will be free.



# SGAR Scholarship Application

Must be a high school senior at the time of application. Applicants must be a son, daughter, grandson, or granddaughter of a REALTOR® member of the Southern Gateway Association of REALTORS®. REALTOR member must be a member in good standing at the time of application.

Student's Name \_\_\_\_\_

Home Address \_\_\_\_\_

First MI Last  
Street City State Zip

High School \_\_\_\_\_

GPA \_\_\_\_\_ out of a \_\_\_\_\_ grade point system Year Graduating \_\_\_\_\_

College to be Attending \_\_\_\_\_

**Please also attach an essay regarding yourself, your school and community participation and activities, and your hopes and purpose for attending college.**

Student's Signature \_\_\_\_\_

**REALTOR® Parent or Grandparent's information:**

Name \_\_\_\_\_ Relation \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

REALTOR® Parent/Grandparent's Signature \_\_\_\_\_

**Printed High School Representative's** (The representative will be contacted to set up a time for the presentation of the scholarship if applicant is selected. This could be the senior counselor or the principal.)

Name \_\_\_\_\_ Position \_\_\_\_\_

Phone \_\_\_\_\_ Email \_\_\_\_\_

High School Representative's Signature \_\_\_\_\_

**Return this form and essay to:**  
**sgar@sgarealtors.org, fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010**

**DEADLINE: Applications and essay must be submitted to the  
Southern Gateway Association of REALTORS® office by February 14, 2025.**

Association Office Use Only:

Date Received: \_\_\_\_\_

Essay Attached: Yes / No

Approved By: \_\_\_\_\_

Date Approved: \_\_\_\_\_



## Service Award Application

The SGAR Service Award is given to the REALTOR® who has achieved outstanding accomplishments in SGAR and/or his or her community. Anyone may nominate a REALTOR® for the SGAR Service Award. All nominations will be submitted to the Awards Committee which will make its recommendation to the Board of Directors. The Board of Directors will determine the recipient of the SGAR Service Award. If a member of the Board of Directors has been nominated, he or she may not participate in the selection process. All activities listed on the application/nomination form must occur between January 1 and December 31 of the award year.

**Verification:** The signature of the broker under which the REALTOR® nominee works is considered verification of the application/nomination.

### Qualifications for the Service Award

- Must be a member in good standing.
- Must have attended at least 3 SGAR coordinated events within the award year.

List events attended:

\_\_\_\_\_

Nominee’s Name as to Appear on the Award (If Selected):

\_\_\_\_\_

Nominee’s Company: \_\_\_\_\_

Nominator’s Name: \_\_\_\_\_

Nominator’s Phone: \_\_\_\_\_

Nominator’s email: \_\_\_\_\_

Date Nominee Joined SGAR: \_\_\_\_\_

Explain Reasons for Nomination on 2<sup>nd</sup> Page of Application

DEADLINE: All forms must be submitted to the Association office by **February 14, 2025**.

**Submit applications to [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org), fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010**

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Association Office Use Only:

Date Received: \_\_\_\_\_

Received completed 2<sup>nd</sup> page of application: yes / no

Approved By:

\_\_\_\_\_

Date Approved: \_\_\_\_\_

# Service Award Application

## Designations and Certifications

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Real Estate Background (date licensed, experience, etc.)

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Local, State & National Association Involvement (offices or positions held, honors and awards received, etc.)

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Anything else you would like to share (previous job experience, educational background, community involvement, other board membership/involvement, etc.)

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Please include additional pages if necessary.

*The signers hereby certify that all information furnished on and with this form is accurate and truthful.*

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Nominator's Signature

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Broker' Signature





# Volume Awards Qualifications

The Volume Award gives recognition to REALTORS® who have proven their diligence by listing, selling and/or leasing a high volume of real estate property.

**Eligibility** - The applicant must be a member in good standing with the Southern Gateway Association of REALTORS® when making an application.

**Transfers** - If an applicant transferred offices for that award year, the application must be signed by the current broker/office manager.

## The following must be completed when submitting the Volume Award Applications by February 14, 2025

- *MLS Agent Production & Inventory Report* (see the directions in the separate document named as such)
- Volume Award Application filled out & signed by the broker & SGAR member. If the applicant is the broker/office manager, the Southern Gateway Association of REALTORS® Awards Chair and President will sign the application.
- If an adjustment needs to be made to the total sales volume or sides the “*Sales Volume Adjustment Award Form*” (see the separate document name as such) must be filled out & turned in by **February 14, 2025** along with the application. The applicant’s broker must sign the Sales Volume Adjustment Form, if attached to application.

If the agent's and broker/office manager’s signatures are not on the Award of Excellence application, the application will be sent back for a signature. (Must be returned by the deadline time or will be disqualified).

### **Sales Volume/Sides Guidelines:**

1. When a REALTOR® sells a property, the credit is for the actual price of the property, or one side. (If shared, see #4)
2. When a REALTOR® lists a property and the property is sold, the listing person receives credit for the actual sales price, or one side. (If shared, see #4)
3. **DUAL SIDES:** When a REALTOR® both lists and sells a property, full credit is given for each side of the transaction.
4. **SHARED DEALS:** When two or more REALTORS® list or sell a property on a shared basis, the actual dollar sales price, or one side shall be divided between the REALTORS® as agreed upon when listed or sold. This applies to both in-office and inter-office transactions.
5. **LEASES:** Lease will be counted as a sale in the amount of the total lease payment; volume credited in the same ratio as commission received. (EXAMPLE: For a three-year lease where the commission is received in one lump sum, applicant can take total lease credit for one year. If the commission is paid one-third each year, applicant can only take one-third credit on the lease on his/her application). Credit for leases will be counted in volume only. Lease Option/Lease Purchase is not counted until closed. Leases or Lease Option/ Lease Purchase will not be counted as sides.
6. Listings, sales, and leases can be residential, commercial, industrial, farm, and mobile homes as part of a deed conveyance or any type of real property. No sales other than real estate contract sales price can be counted toward membership in the Volume Awards Program.
7. **REFERRALS:** Outgoing referrals are not included.
8. **FSBO:** A buyer’s agent, selling unlisted property, may claim credit on the sales side only.
9. Contracts, closing statements, and/or leases must be supplied for verification upon request.
10. The Volume Awards Program is a local Board administered program and all decisions of the Southern Gateway Association of REALTORS® are final.



# Individual Volume Award Application

Individual Award is presented to one individual who has completed their transactions as an agent.

## Individual Award of Excellence level:

- Diamond for \$25,000,000 and up in sales volume or 151 units sold and up
- Double Platinum for \$15,000,000 - \$24,999,999 in sales volume or 100-150 units sold
- Platinum for \$10,000,000 - \$14,999,999 in sales volume or 75-99 units sold
- Gold for \$7,000,000 - \$9,999,999 in sales volume or 50-74 units sold
- Silver for \$4,000,000 - \$6,999,999 in sales volume or 24-49 units sold
- Bronze for \$2,000,000 - \$3,999,999 in sales volume or 10-23 units sold

## Individual Applicant Information:

Name \_\_\_\_\_ MLS ID: \_\_\_\_\_

Phone# \_\_\_\_\_ Email: \_\_\_\_\_

Name as to appear on the award \_\_\_\_\_

Company \_\_\_\_\_

Attached Copy of MLS Production & Inventory Report

Attached Volume Adjustment Form (If Applicable)

I have read the rules of this application and do hereby certify that the above-named REALTOR® has sales/listings/leases totaling \_\_\_\_\_ in sales volume and \_\_\_\_\_ in units CLOSED during the last calendar year (January 1 to December 31).

Applicant's Signature \_\_\_\_\_ Date \_\_\_\_\_

Broker's Signature \_\_\_\_\_ Date \_\_\_\_\_

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Submit applications to [sgar@sgarealtors.org](mailto:sgar@sgarealtors.org), fax # 636-282-0185 or 1505 Astra Way, Arnold, MO 63010

Association Office Use Only:

Received Copy of MLS Transactions: yes / no

Received Adjustment Form: yes / no

Date Received: \_\_\_\_\_

Reviewed By: \_\_\_\_\_

Date Approved: \_\_\_\_\_

1.) Go to <https://matrix.marismatrix.com/> to sign into the MLS

2.) Click Marketing Reports



3.) Click “Agent Production Inventory”

On Demand Reports

This page displays a list of the available On Demand reports. You can set the criteria for any On Demand report by just clicking on the report name.

**General**

- Market Statistics
- Area Market Survey
- Area Market Survey by Area
- Market Statistics by Area
- Inventory Counts
- NAR Report
- Statistical Market Analysis Report
- Agent Expiration Report
- Ranking Report
- Office Production and Inventory (New)
- Agent Market Share  
This report generates a Agent Market Share report based on the criteria selected.
- Agent Production and Inventory  
This report generates a Agent Production and Inventory report based on the criteria selected. ←

4.) On the Demand Reports Data Input Screen Enter the following

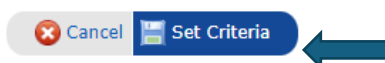
- Sold Start Date = 01/01/2023
- Sold End Date = 12/31/2023
- Leave blank Inv Start Date
- Leave blank Inv End Date
- Enter the Agent’s ID
- Production = Yes
- Inventory = No
- Multiline = Yes
- Production Details = Yes
- Inventory Details = No

On Demand Reports Data Input

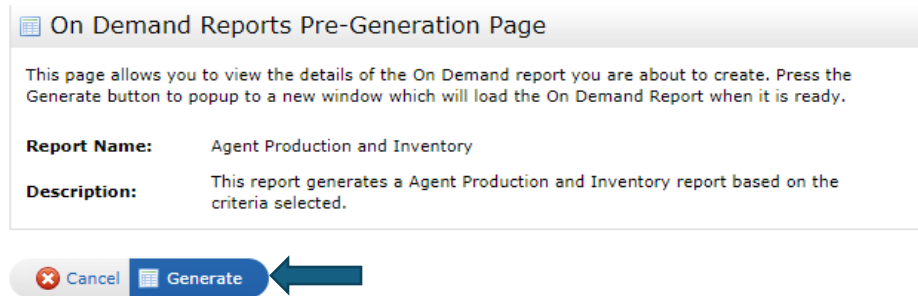
This page displays a list of the fields that need to be set in order to run this report.

Area	1 - Downtown 2 - Central East 3 - South City	
Property Type	Residential Condo/Coop/Villa Multi-Family 2-4	
Sold Start Dt	01/01/2022 ←	Default: Last 2 Years. Example (MM/DD/YYYY)
Sold End Dt	12/31/2022 ←	Default: Last 2 Years. Example (MM/DD/YYYY)
Inv Start Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Inv End Dt		Default: Last 2 Years. Example (MM/DD/YYYY)
Agent ID	AGENTID ←	
Production?	Yes ▾ ←	Default: Yes.
Inventory?	No ▾ ←	Default: Yes.
Multiline?	Yes ▾ ←	Default: Single Line.
Prod Details?	Yes ▾ ←	Default: No.
Inv Details?	No ▾ ←	Default: No.

5.) Click Set Criteria



## 6.) Click Generate



Agents who represented both sides will need to complete an adjustment form to include the second side. Check to make sure it is not already represented in the *Agent Production Report*.