



Chesapeake Bay & Rivers Association of REALTORS®, Inc.
6814 Teagle Lane, Gloucester, VA 23061
Office (804) 776-0568 Fax (804) 776-0270 Email: CBRAR@cbrar.com

To: CBRAR Primary and Secondary Members

RE: CBRAR Honor Society

The CBRAR Honor Society recognizes the achievements of CBRAR REALTOR® members including real estate transactions, education/designations, CBRAR leadership/committee work, and community service. Membership in the CBRAR Honor Society is comprised of outstanding REALTOR® members who have qualified for membership based on an annual point system requiring a minimum of 100 points.

Learn more about this exciting program from the following attachments:

- 1) Guide to completing the 2023 CBRAR Honor Society Application
- 2) CBRAR 2023 Honor Society Program Awards Point Form
- 3) CBRAR Honor Society Transaction Points Certified Data Information Form

The deadline to submit your 2023 CBRAR Honor Society Application is January 31, 2024. The applications must be delivered and received by the CBRAR Association Board office on Wednesday, January 31st by 3:00 pm. Late submissions will not be accepted, no exceptions!

Please call or email

**Rosanne Bunting, 2023 Awards Committee Chair
(804) 815-3063, rbunting@visi.net**

or

**S. Jean Pierce, 2024 Awards Committee Chair at
(757) 291-3402, jeanpiercehomes@gmail.com**

with any questions.

Do not call the association office with questions!

Guide to Completing the 2023 CBRAR Honor Society Application

The Chesapeake Bay and Rivers Association of REALTORS® (CBRAR) Honor Society was established by the CBRAR Board in 2010 to recognize the achievements of CBRAR REALTOR® members including real estate transactions, education/designations, CBRAR leadership/committee work, and community service.

The Honor Society, sponsored by CBRAR, is comprised of outstanding REALTOR® members who have qualified for membership based on an annual point system. Any CBRAR REALTOR® member meeting the following criteria qualifies for membership:

1. The CBRAR Honor Society is open to CBRAR REALTOR® members (Primary & Secondary) only.
2. To qualify for the CBRAR Honor Society, a REALTOR® member must obtain a minimum of 100 TOTAL points in a calendar year.
3. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Wednesday, January 31, 2024. Late submissions will not be accepted. No exceptions!**

A completed application is one that:

- a. Includes CBRAR Honor Society Program Awards Point Form that has been filled out and signed by the applicant and principal or managing broker.
- b. **Includes supporting documentation for CBRAR transactions, and all items which are not tracked by CBRAR.** EXAMPLES: Designation certificates of completion or print out from NRDS of designation qualification completion, CBRAR education credits, and real estate transactions. Submit CBRAR Honor Society Transaction Points Certified Data Information Form with MLS # printout or HUD/Statement. HUD statement only used in a situation where the property was not listed with any MLS and proof of community service. *All the above must be current for the awards year.*
CBRAR Staff OR members of the Awards Committee are not responsible for tracking or reproducing supporting documents that certify agent's participation in any category. It will be the agent's sole responsibility to provide supporting documentation for points represented on the Honor Society Program Awards Point Form. Incomplete applications will NOT be considered.
4. Education Credits: Education credits may be earned from any of the following options:
 - a. Attending education courses/ lunch and learns offered at CBRAR.
 - b. Attending education courses at other venues.
 - c. Completing education courses on-line.
 - d. Completing NAR certified designation/certification courses and current society designations.
5. Only those activities that were completed between 1/1/2023 and 12/31/2023 qualify for inclusion on the 2023 application form. The only exception to this is professional designations. Applicants MAY claim points for a designation they complete in prior years as long as they are a member in good standing of the society for the designation (i.e., have met all requirements for membership including payment of annual dues in current award year).
6. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Wednesday, January 31, 2024. Late submissions will not be accepted under any circumstances. No exceptions!**
7. The CBRAR Awards Committee reviews all applications and reserves the right to audit at the principal or managing broker's offices to review back-up material supporting submissions. The participating office's records shall be made available to the Awards Committee upon written request. Additional information requested by the Awards Committee from an applicant must be delivered to the Board Office within 5 days of the request to avoid your application being disqualified.

8. Any member transferring from a primary firm to another within the CBRAR, and any secondary member transferring from one firm to another shall be eligible to carry his or her transactions (certified by the member's principal or managing broker) including documentation to be confirmed by the Awards Committee, to his or her new principal or managing broker to qualify for membership in the CBRAR Honor Society.
9. REALTORS® holding primary or secondary membership in the CBRAR must have attained a minimum of 51% of his/her transaction points within a company under the jurisdiction of the CBRAR MLS.
10. To maintain membership in the CBRAR Honor Society, member REALTORS® of CBRAR must earn a minimum of 100 TOTAL points in each calendar year and submit a new application each year. Membership does not automatically renew.
11. The 2023 CBRAR Honor Society Membership Awards will be presented at an upcoming event. *Date and time to be announced later.*
12. **Complete CBRAR Honor Society Award Application Consists of the Following:**
 1. CBRAR Honor Society Program Awards Point Form.
 2. CBRAR Honor Society Transaction Points Certified Data Information Form.
 3. MLS printout with closed data, closing statement for non-CBRAR MLS transactions.
 4. Copies of designation certificates, education certificates, receipts showing RPAC donations, and proof of community service (such as photos, membership lists, letters from the organizations, dues receipts, etc.)
 5. Copy of current real estate license.
13. **Completed applications must be received at CBRAR Board Office no later than 3:00 p.m., Wednesday, January 31, 2024. Late submissions will not be accepted. No exceptions!**

**Chesapeake Bay and Rivers Association of REALTORS 6814 Teagle Lane
Gloucester, VA 23061**

**Attention: Rosanne Bunting, 2023 CBRAR Awards Committee Chair or to
S. Jean Pierce, 2024 CBRAR Awards Committee Chair. Mark envelope "Confidential"**

CATEGORIES	POINTS	POINT SYSTEM RULES: MINIMUM 100 POINTS NEEDED TO QUALIFY FOR THE HONOR SOCIETY.	CATEGORY MIN/MAX PTS
REAL ESTATE TRANSACTIONS: (For this section only Teams must split their Transaction points.)			MAX 50 PTS
LIST/SALE	2	Two points for the Listing Agent side and two points for Selling Agent side. Selling/Listing Team or Co-List Agents- points are divided by the number of agents involved in the transaction. <u>Minimum ten points to qualify for this award.</u>	
MEMBERSHIP MEETINGS/OTHER MEETINGS & EVENTS			MAX 60 PTS
Membership Meeting Attendance	10	Ten points per <i>quarterly membership meeting</i> attended. <u>Minimum 10 points for membership meetings attendance to qualify for this award.</u>	
OTHER MEETINGS/EVENTS Educational Breakfast Meetings or Luncheons, Brokers Roundtable, Affiliate Breakfast, etc.	5	Five points per meeting or event attended	
EDUCATION:			MAX 30 PTS
CBRAR Real Estate Classes	3	Three points per hour of RE related Courses at CBRAR.	
Other Real Estate Classes	1	One point per hour of RE related courses online or other venues.	
Leadership Training	2	Two points per attendance maximum 10 Points for this item.	
RPAC PARTICIPATION:			MAX 15 PTS
RPAC Contributor	5	Contribution of \$30 - \$99. (Select only one category).	
RPAC Contributor	10	Contribution of \$100 - \$249. (Select only one category).	
RPAC Contributor	15	Contribution of \$250 and above. (Select only one category).	
CBRAR & CBRAR PROPERTY SERVICES BOARD LEADERSHIP/COMMITTEES/TASKFORCES			MAX 50 PTS
Current President and President Elect	30	Points for either serving as President or President Elect.	
Current Immediate Past President, VP, Secretary/Treasurer, Director	20	Points for currently serving on either CBRAR Board. Meeting attendance must be in accordance with Bylaws.	
Committee or Task Force Chair/Co-Chair	20	Points for currently serving on CBRAR Committee/Task Force. Must attend 80% of the meetings.	
Committee or Task Force Member	15	Points for currently serving on either CBRAR Committee/Task Force. Must attend 80% of the meetings.	
CBRAR Community Outreach Project Participant	10	Points for participating in CBRAR Community Outreach Project	
NATIONAL DESIGNATIONS: (VAR & NAR)			MAX 30 PTS
ABR, ALC, ARM, VA Land Institute	10	Must currently hold the designation.	
CCIM, CIPS, CPM, CRB, CRE, CRS	10	Must currently hold the designation.	
GRI, LTG, SFR, SFRES, SRS, QSC	10	Must currently hold the designation.	
E-Pro Certification, Green Designation	10	Must currently hold the designation. <i>Circle the designations above that you hold. List any other designation not on the list.</i>	
Broker/Associate Broker	10	Must currently hold the designation.	
INSTITUTE & SOCIETIES			MAX 10 PTS
CBRAR Honor Society Member	10	Qualified for the Honor Society in at least 1 previous year. <i>Does not have to be consecutive.</i>	

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COMMUNITY SERVICE ORGANIZATIONS			MAX 20 PTS
Angel Tree, Food Bank, Toy Drive, Blood Drive, Habitat for Humanity, etc., are examples of service organizations. Charitable contributions, either as money or goods, are accepted as community service.	5	The Awards Committee retains the right to verify and approve the points submitted. Proof of charitable contribution is via receipts or cancelled checks. CBRAR signed forms for charity donations made by Realtors at CBRAR meetings also accepted.	
		Minimum 100 Points	TOTAL POINTS =

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Agent and broker understand that representations in this application to be accepted into the CBRAR Honor Society may be audited by the Awards Committee at the principal or managing broker's office to review back-up material supporting submissions. Participating office's records shall be made available to the Awards Committee upon written request.

*****Teams only split their points in the Transaction Section as that is the only area it would affect.**

Agent Complete Below:

Print Name: _____

Agent Signature: _____

Date: _____

Company Name: _____

Company Address: _____

Agent Telephone Number: _____

Agent Email Address: _____

Agent CBRAR ID Number: _____

Company CBRAR ID Number: _____

DPOR License Number: _____

NRDS ID Number: _____

Principal or Managing Broker Complete Below:

Print Name: _____

Broker Signature: _____

Date: _____

Company Name: _____

Company Address: _____

Broker Telephone Number: _____

Broker Email Address: _____

Broker CBRAR ID Number: _____

Company CBRAR ID Number: _____

DPOR License Number: _____

NRDS ID Number: _____

AGENT NAME:

Chesapeake Bay and Rivers Association of REALTORS®
Honor Society Transaction Points Certified Data Information Form
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Transaction Closed Date	Property Address	MLS# With Print Out or HUD/SS	* Total Points (Minimum 10 Points)

* Two points for the Listing Agent side and two points for Selling Agent side. Selling/Listing Team or Co-List Agent points are divided by the number of agents involved in the transaction.

Date: _____
Applicant Signature: _____
Applicant Company: _____

Date: _____
Broker Signature: _____
Broker Company: _____