



Real Estate Institute of Canada
Institut canadien de l'immeuble

2019

PURSUIT OF EXCELLENCE AWARDS PROGRAM

CHAPTER OF THE YEAR AWARD

REIC National encourages all Chapters to participate in the Chapter of the Year Award. By annually documenting Chapter activities and accomplishments, you will have a history of your Chapter's events. This information will also serve as reference material for incoming Chapter Leaders, allowing them to review the Chapter's progression, set Chapter goals, and act as a support tool for new Chapter administrators.

The Chapter of the Year Award is designed to honour the Chapter that has, through outstanding initiatives and local activities, advanced the goals and objectives of the Institute. Such activities include: Chapter events, professional development seminars, community service, sponsorships, marketing initiatives and Member retention programs.

Eligibility Criteria

- Nominee must be an active REIC Chapter.
- Each submission must stem from a single Chapter. Joint Chapter submissions are not eligible and will be disqualified.
- Nominee must be able to show that the Chapter has met and/or exceeded the goals and objectives of the Institute and/or the local Chapter.

Submission Requirements

- Activities must take place **between January-December 2018**
- Completed Chapter of The Year Entry Form.
- Supporting documentation (PDF format preferred).

In order to qualify for the Chapter of the Year Award, Chapters must follow the guidelines provided in the Chapter of the Year Award Entry Form (on the following page). Submissions are to be made by REIC Chapter Management Boards only.

Questions? Contact Britny at marketing@reic.com

PLEASE NOTE: The deadline for Chapter of the Year Award submissions is **May 16, 2019 @ 4:30 PM ET.**

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2019 Chapter of the Year Award - Entry Form

Chapter Name: _____ Contact: _____

Events must have taken place between January-December 2018.

When composing your submission, be sure to include the items listed below **in the same order as they are listed**.

This form also displays how submissions will be graded by the Award Nominations committee.

SUBMISSION CATEGORY	POINT VALUE
CHAPTER STATISTICS	30 POINTS
Net Chapter growth - <i>REIC National will provide this data, Chapters do not need to submit this information</i>	30 Points
CHAPTER-RUN EVENTS	15 POINTS
Provide a list (including dates) of local events hosted, or co-hosted by the Chapter	5 Points
Provide a summary of each event listed above, including: event format (i.e. lunch-and-learn, forecast, charity tournament, career fair, gala, etc.), content (topics discussed, if applicable), attendance numbers (Member and non-Member), and method of promotion (i.e. email, social media, print ad, etc).	10 Points
EVENT PARTICIPATION	15 POINTS
Provide a list (including dates) of local events the Chapter participated in (i.e. trade shows, seminars, career fairs, etc.)	5 Points
Provide a summary of each event listed above, including: event format (i.e. lunch-and-learn, forecast, charity tournament, career fair, gala, etc.), content (topics discussed, if applicable), attendance numbers (Member and non-Member), and method of promotion (i.e. email, social media, print ad, etc).	10 Points
EVENTS ATTENDED BY CHAPTER LEADERSHIP	5 POINTS
Provide a list (including dates) of industry events attended by at least one Chapter Board Member	5 Points
CHAPTER NEWSLETTERS	5 POINTS
Provide a summary of what Chapter newsletters typically contain (i.e. local / industry news, Member articles, REIC announcements, surveys, spotlights, etc.). Include how the newsletters are distributed to Members.	5 Points
GENERAL PROMOTION	25 POINTS
Has the Chapter sponsored any local industry events? Please list them, including amount spent.	5 Points
Has the Chapter bought any digital or print advertisements promoting REIC? Please include the visual ad (if possible) and the amount spent for each advertisement.	10 Points
Has the Chapter issued any scholarships? Please list them, including amount spent.	10 Points
SUBMISSION PRESENTATION	5 POINTS
Submission is presented as a single PDF file	5 Points
/ 100 POINTS	

Chapter of the Year Award Submission
DEADLINE: Thursday May 16, 2019 @ 4:30pm ET

Complete this form and submit with all supporting documentation by email or mail to: sandra.demedeiros@reic.com
Sandra De Medeiros, Chapter of the Year Award, 208-5407 Eglinton Avenue West, Toronto, ON M9C 5K6