



## Good Neighbor Awards Nominations

### FREQUENTLY ASKED QUESTIONS

#### **Who can nominate a Good Neighbor?**

Anyone can nominate a Good Neighbor—common examples include the nominee's broker, a colleague, a spouse, or a representative from the charity or real estate board. Many candidates nominate themselves. The nominee, however, must be a REALTOR®, who is, a current member in good standing of the Honolulu Board of REALTORS® (HBR) and must not have any ethics or regulatory violations within the last three years.

#### **Can I nominate myself?**

Yes, in fact, we encourage you to. Though some people aren't comfortable "selling" themselves, you are uniquely qualified to share the details of your experience with us. If you do nominate yourself, we encourage you to provide testimonial letters from people who are familiar with your volunteer work—these testimonials usually speak in more glowing terms than you would use to describe yourself and provide insight into how your work is viewed by others.

#### **Can a group be nominated?**

Though there are plenty of deserving groups, this award is specifically intended to recognize individual REALTORS®. The only exception would be if two people—such as husband and wife or mother and daughter—work together equally on a project. If their work truly cannot be separated, they can be nominated together, assuming both are REALTORS®. However, keep in mind that the judges will be comparing them with individual candidates. Generally, it is advisable to designate one person as the nominee if possible.

#### **Am I eligible if I volunteer for more than one organization?**

Absolutely. It is not uncommon for volunteers to be involved in more than one nonprofit. If you would like your application to be considered based on your work with several charities, include the information on the application (attach additional pages if necessary). One word of caution: Quality is more important than quantity. Generally, the more organizations you include, the harder it is for judges to determine the impact you have made, so it's often better to limit the details to only the organizations for which you have made a significant impact.

#### **How can I make my application stand out?**

The essay and the testimonial letters are often the most valuable portions of the application for the judges. The following tips provide insight into what the judges are looking for and can help you submit the most effective essay:

1. Be as specific as possible. For example, give a close estimate of the number of hours volunteered, the number of people the nominee helped, the number of dollars raised, etc. Vague words like "countless" "incalculable" or even "thousands" are of very little use to the judges.
2. Don't rely on adjectives. Superlatives like "kindest", "most dedicated", "most generous"—though certainly true—don't help the judges evaluate a nominee's achievements. Instead, describe something the nominee did that illustrates how kind or dedicated he or she is.
3. Don't be modest. If you are uncomfortable talking about your achievements, have someone else write the essay portion for you and/or provide detailed testimonials. Testimonials from someone you've helped are particularly valuable.

4. The best way to illustrate the impact you have made is to describe results. What happened as a result of you being a volunteer? How are the community, or the people you helped, better off because you were there? What did you do for the nonprofit that was different, new or better than what existed before?
5. Focus on your accomplishments, not the organization's in general. The judges need to evaluate the impact that the nominee has personally made. Don't make the mistake of only emphasizing how much good the organization has done; instead, focus on what the nominee has done for the organization.
6. Leadership is part of the judging criteria. What did you do to lead others or set an example? Did you create a new program? Motivate more people to volunteer? Find a new way to raise money? Persuade your nonprofit to do something new or different that turned out well?

#### **Who should write a testimonial letter?**

Testimonial letters should be from people who have knowledge about your volunteer work. The most effective letters are usually from someone you (or your nonprofit) has helped, even if they do not know you personally. Other examples of writers include fellow volunteers, someone from the nonprofit (or partner nonprofits), friends and family, state or local real estate board staff, members of the community, or community leaders.

#### **Can I send a video with my application?**

You can send links to videos. However, with the amount of materials the judges need to review, we can't guarantee audio-visual materials will get full attention. If you feel the content of a video is truly important and not covered elsewhere in your application, please consider sending a written transcript or description of the video.

#### **When will the winners be announced?**

Three winners will be named in June during HBR's Summer GMM program.

#### **What do the winners receive?**

Three winners will receive a grant for the nonprofit/charity they help with:

- 1<sup>st</sup> place: \$2,500
- 2<sup>nd</sup> place: \$1,500
- 3<sup>rd</sup> place: \$1,000

This is a great opportunity to bring publicity for your charity. Entries in HBR's Good Neighbor Awards can also be entered in the National Association of REALTORS Good Neighbor Awards for a change of national publicity. Learn more about NAR's award program [here](#).

#### **What is the deadline to apply?**

HBR must receive completed applications by **March 31<sup>st</sup> of each year**. Incomplete applications and those submitted after the deadline will not be eligible for judging.

#### **How do I submit my application?**

- **Online application:** Submit the completed application short essay, and documentation [here](#).
- **Downloaded form:** Submit the completed application short essay, and documentation (attach additional pages as needed) to [goodneighbor@hcentral.com](mailto:goodneighbor@hcentral.com).

#### **Further questions?**

Please email [goodneighbor@hcentral.com](mailto:goodneighbor@hcentral.com).

Webpage: <http://members.hcentral.com/goodneighbor>