

2009 SMC Sales Certificate Awards Entry Form

Awards Breakfast will be on March 24, 2010

The St. Louis HBA Sales and Marketing Council is excited to present this on-line form. You can fill it out on-line, print it out and mail to the HBA at 10104 Old Olive St. Rd., St. Louis, MO 63141.

Winners will be announced and honored at the SMC Awards Breakfast on Wednesday, March 24, 2010, at the Sheraton Chalet in Westport. Invitations to the breakfast will be sent out in late January.

The Sales & Marketing Council Awards Breakfast is specifically designed to honor excellence in sales and marketing related to the new homebuilding industry.

Whether you're new to the industry or a seasoned veteran, don't miss your opportunity to be part of this on-going recognition program for the industry's top achievers!

- I. Entry Information and Procedures Page 2
- II. Frequently Asked Questions, Answers and Tips Page 3-4
- III. Six/Seven Figure Sales Circle Award
 - A. Eligibility and Requirement Information for Sales Circle Award Certificates and Lifetime Plaques/Year Tags Page 5
 - B. Plaque/Tag and Certificate Application Form Page 6
- IV. Multiple Entry Worksheet Form Page 7



I. Entry Information and Procedures

Eligibility:

Your employer must be a member company of the HBA of St. Louis and Eastern Missouri. In addition, you must currently be or must have been a dues paying member of the HBA's Sales and Marketing Council during the criteria timeline (January 1, 2009 – December 31, 2009). Lastly, you must meet the specified criteria for each award as outlined. All entries must comply with the morals, standards and ethics set by the HBA by-laws and all entries are subject to be audited.

Entries:

All entries become the property of the HBA and may not be returned. All information submitted will be kept confidential and examined only by the appropriate HBA staff members.

Awards Banquet and Program:

Winners will be announced and honored at the SMC Awards Breakfast and Annual HBA President's Address to be held on Wednesday, March 24, 2010, at the Sheraton Chalet in Westport. Invitations to the breakfast will be sent out in January.

Entry Procedures:

1. A separate entry form must accompany each entry. Companies wishing to submit one check for all Sales Circle certificates, tags and plaques are encouraged to use the Multiple Entry Form on page 7.
2. Photocopies of all entry forms are acceptable.
3. For legibility purposes, all information must be typed.
4. All attachments must be properly labeled with the entrant's name.
5. Inquiries should be directed to Jaime Weyrauch at (314) 994-7700 (x133).

Deadline:

Entries must only cover sales from January 1, 2009 to December 31, 2009. All entries must be delivered to the HBA Office (with appropriate fees) no later than 5 p.m. Friday, February 5, 2010. The address to send entries is: SMC Awards, Home Builders Association of St. Louis and Eastern Missouri, 10104 Old Olive Street Road, St. Louis, MO 63141.

II. Frequently Asked Questions, Answers and Tips

The following information has been provided to help you better understand the awards program and to answer some basic questions about entry procedures. Please read this information carefully and save for future reference. The Six/Seven Figure Sales Circle Awards program is for new home sales only. The dollar amount submitted on your application should only cover your total closed new home sales.

Six/Seven Figure Sales Circle Award Certificates:

Q: I am a “selling” New Home Sales Manager. May I submit my name for both the salesperson and sales manager categories of the Seven Figure Sales Circle Awards?

A: YES. However, you must submit separate sales figures for both categories as well as pay the appropriate fees for both entries.

Q: May I order retroactive awards for any past years?

A: NO. Unfortunately, retroactive requests cannot be honored because they diminish the importance of annual participation.

Q: One of my salespeople divided his/her time between our company and another builder. Can he/she still be recognized?

A: YES. There are two ways you can submit Six/Seven Figure Sales Circle Award requests. 1.) The individual may submit a request showing the longer period of employment/higher volume of closed sales. or 2.) If agreeable to both employers, submit both amounts combined on the entry form.

Lifetime Sales Circle Plaques:

Q: What is a Lifetime Plaque, and who is eligible to receive it?

A: A Lifetime Sales Circle Plaque is awarded to recipients of six consecutive Sales Circle Certificates (including the year of the plaque presentation). To qualify please submit photo copies of your five previous annual Sales Certificates along with your current application.

Q: May I order a Lifetime Plaque or a tag for the plaque and a Sales Certificate?

A: YES. Those eligible to receive plaques or tags for their plaques must order Sales Certificates separately if they wish to receive them. Sales Certificates will not be ordered automatically. Please don't forget to include payment for your sales certificate if you are ordering it besides a plaque or tag. If your plaque is full and you need to order another plaque, you may do so, but must indicate it is a second plaque and send payment for it.

General/Miscellaneous:

Q: Can I make changes or corrections to my entry after the deadline?

A: NO. In order to generate certificates and assemble the plaques in time for the Awards breakfast, changes and/or corrections cannot be made after the entry deadline. Also, with the special visual awards presentation, it is even more imperative that all entries be received on time and accurately completed with a photo attached if you have never sent one before or if you want to update your photo. Photos can be e-mailed to Jaime Weyrauch at WeyrauchJ@hbastl.com.

II. Frequently Asked Questions, Answers and Tips – Continued

Q: In the event I am unable to attend the awards breakfast, can my awards be mailed to me?

A: Yes, but only if it is either a certificate or tag. Please make sure that you inform the HBA of your correct mailing address upon submitting your entry. The HBA is not responsible for any awards lost or misdirected if the applicant has not filed change of address information. Any plaque awarded will be your responsibility to pick up at the HBA office. Plaques will not be mailed out.

Tips for a Successful Entry

1. Follow all instructions exactly. (See Entry Procedures under the Entry Information and Procedures on pages 2). If in doubt as to how to prepare an entry, call Jaime Weyrauch at 314-994-7700 x133.
2. Be cognizant of spelling, grammar and neatness. Make all components of your entry as neat and professional as possible.
3. Label all components of the entry clearly with project or person's name and category.
4. Re-read your entry before submitting it. You can catch mistakes that might prevent you from having a winning entry.

III. Six/Seven Figure Sales Circle Award

A. Eligibility and Requirement Information for Sales Circle Award Certificates and Lifetime Plaques/Year Tags

Please read the following information before completing your application.

1. Eligibility -

The Sales Circle Awards are available to dues paying SMC members in good standing during awards timing (January 1, 2009 – December 31, 2009). New home community salespeople who do the actual selling and builders who do their own selling as well as sales managers may apply for recognition. To verify membership please call the HBA at 314-994-7700 x133.

2. Requirements – New Home Salespeople/Sales managers (including Real Estate Salespeople/Sales managers)

A community salesperson selling new homes exclusively must have closed sales during the specified time period. A real estate salesperson, selling both new and pre-owned homes must count ~~only~~ their closed new home sales towards this certificate.

A sales manager is given recognition for total volume of closed sales achieved by their sales staff. Please note that it is allowable for a selling sales manager to submit his/her name under both salesperson and sales manager categories. Separate sales figures must be indicated on each set of forms and applications.

3. Sales Levels -

Bronze Level – Up to \$3.9 million in sales
Silver Level - \$4 to \$7.9 million in sales
Gold Level - \$8 to 11.9 million in sales
Platinum Level – \$12 million and above in sales

4. Requirements - Lifetime Sales Circle Plaques/Year Tags:

To earn these plaques, a salesperson must attain SMC Sales Circle recognition for six consecutive years, including the year of the Lifetime Plaque presentation. To become eligible for a Lifetime Plaque, applicants must submit photocopies of their 5 previous consecutive year certificates along with the application entry. In order to receive annual Year Tags in subsequent years, Lifetime Plaque recipients must continue to submit an annual Sales Circle application.

If you want a certificate as well as a tag, certificates must be ordered separately from tags and must also be paid for.

III. Six/Seven Figure Sales Circle Award - Continued

B. Plaque/Tag and Certificate Application Form

DIRECTIONS: Please complete one application per person. Companies wishing to submit one check for all applicants should use the Multiple Entry Worksheet Form and also submit an individual application per person. Sales will be based on a 12-month time period from January 1, 2009 to December 31, 2009.

1.) Sales Certificate (for New Home Community Salesperson):

Name: (exactly as it should appear on certificate) Closed Sales From 1/01/09 to 12/31/09:
\$

2.) Sales Certificate (for New Home Sales Managers):

* A New Home Sales Manager works directly for a builder and supervises community new home sales people selling homes for the builder.

Name:(exactly as it should appear on certificate) Closed Sales From 1/01/09 to 12/31/09:
\$

3.) Sales Plaque (for Salespeople/Sales Managers with six consecutive years of recognition):

* Applicants must have received Sales Certificates for six consecutive years (including this year). Applicants must attach photocopies of the certificates received during the five preceding years, and submit sales figures for this sixth year in the space above:

Name: (exactly as it should appear on plaque) Closed Sales From 1/01/09 to 12/31/09:
\$

4.) 2009 Year Tag for Current Plaque Holders: (Current Year tag will be included on this year's plaques.)

Name of Person Tag is for: Closed Sales From 1/01/09 to 12/31/09:
\$

***Please note that your sales figure will NOT be printed on your certificate. If you would like your sales figures listed on your certificate please make note of that on this form next to your sales figure numbers. Thank you!*

Entry Deadline is 5 p.m. Friday, February 5, 2010.

Send entries to:
SMC Awards, Home Builders Association,
10104 Old Olive Street Road, St. Louis, MO 63141

IV. MULTIPLE ENTRY WORKSHEET FORM

DIRECTIONS: Please submit this form with all entries that are covered by the check number noted below.**

Entry Fees:

Lifetime Plaque \$75.00
 Lifetime Plaque Tag (2009) \$10.00
 Sales Certificate (s) \$10.00

Number of Entries Submitted in Category	Category Name (Certificate, Plaque, Tag, Etc.)	Community Name (if applicable)	Entry Fee Amount

TOTAL Amount Enclosed: \$

****Check Number:**

NOTE: Please make check payable to the HBA.

Company Name:

Company Address:

Signature of Submitter:

Title:

Date Submitted:

Phone:

E-mail:

Entry Deadline is 5 p.m. Friday, February 5, 2010.

Send entries to:

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