

Council
Regional
Vice President
Manual



Appointment

The Council is very appreciative of your willingness to represent the Council and provide a valuable service to the CRS Chapters. As a Regional Vice President you are a very important liaison and spokesperson for both the Council and the Chapters assigned to you.

Only one Regional Vice President is appointed for each region (see list of regions below). Each Regional Vice President is asked to serve a two-year term with the possibility of re-appointment, and may serve a maximum of three terms, or six years.

Regional Vice Presidents are appointed based on their experience with both their Chapter and their participation with the Council on a National level. The Regional Vice President Selection Subcommittee of the Nominating Committee reviews RVP applications. Regional Vice President Applicants are invited to attend an interview to discuss their ability to fulfill the position requirements. The Nominating Committee makes recommendations to the Executive Committee who make their recommendation to the Council's Board of Directors. The Board of Directors makes the final appointments.

Before a Regional Vice President begins his or her term, he or she is required to attend both the Regional Vice President and Chapter Leadership Orientations held at the Annual Conference Meeting.

Council of Residential Specialists Regions (as of January 1, 2010)

Region 1: Connecticut, Maine and Massachusetts

Region 2: New Jersey, New York and Pennsylvania

Region 3: Maryland/DC, Virginia, Central Virginia and West Virginia

Region 4: North Carolina, South Carolina and Tennessee

Region 5: Alabama, North Alabama, Georgia and North Florida

Region 6: Michigan, Ohio and Kentucky

Region 7: Illinois, Indiana and Wisconsin

Region 8: Iowa, Minnesota, Nebraska and Dakotas

Region 9: Arkansas, Kansas, Missouri and Oklahoma

Region 10: Louisiana, Lone Star Texas and Alamo Area South Texas

Region 11: Southern Nevada, Sierra Nevada and Utah

Region 12: Alaska, Oregon and Washington

Region 13: Northern California, Southern California and Hawaii Aloha

Region 14: Bahamas, Florida, Mississippi and Mid-South

Region 15: Arizona, Colorado and New Mexico

Region 16: Idaho, Montana and Wyoming

Regional Vice President Responsibilities

The Regional Vice President oversees the work of the Council of Residential Specialists' Chapters within a region's market area and acts as a link between the following entities: CRS Chapters; NAR's State Associations and Local Boards of REALTORS®; the Council of Residential Specialists and the Council's Executive Committee.

Responsibilities include:

1. Establish monthly contact with each newly elected Chapter President (and Officers) in your region. Provide them with the best method of communicating with you. Communicate with your Chapters throughout the year. It is an RVP requirement to contact each Chapter at least once per month (contact by phone and email is recommended).
2. Monitor the progress of each Chapter within your region.
3. Advise Chapters on operational matters as needed.
4. Confirm that the newly elected Chapter president is in possession of or knows the location of the Chapter's bylaws, membership records, financial records and any historical Chapter files.
5. Work with Chapters to ensure their strategic plan, policies and procedures, mission statement and committee objectives correlate with the Council's Chapter objectives on the grass-roots level.
6. Lend assistance and monitor each Chapter in creating the Chapter's strategic plan, mission statement, policies and procedures and committee objectives.
7. Review each Chapter's bylaws to ensure they are current and in compliance with the Council's current Model Chapter Bylaws. Review all revisions to Chapter bylaws before they are submitted to the Council for consideration.
8. Provide ideas, suggestions and encourage Chapter participation in the following Council sponsored programs: Educational Grant, Reinstatement Rebate and Website Reimbursement Programs, CRS Awareness Fund and Chapter with a Heart Award.
9. Attend both National Council meetings (attending all scheduled Chapter and RVP functions/meetings) and report any issues facing the Council to any Chapter Leadership not in attendance. Attend the Chapter Leadership Training Program (expenses paid by the Council).
10. Serve as a representative for the Council of Residential Specialists within assigned region.
11. Encourage Chapters to develop contacts with state associations and local boards.
12. Assist the Council in conducting a survey for each Chapter assigned to your region.
13. Visit each Chapter (attendance at a Chapter meeting is required) and try to plan your visit in conjunction with an important Chapter event/function. Speak during the meeting and/or event.
14. Encourage Chapters to sponsor or co-sponsor educational events and Council or other real courses.
15. Promote member benefits such as technology, directories, Chapter websites, CRS of the Year Award, Chapter of the Year Award, Medallion Award and Emeritus membership status.
16. Request to be included on Chapter mailing lists and email lists. Review Chapter agendas, minutes, bylaw revisions and newsletters as well as required reports, financial documents, etc.

17. Recognize significant activities of your Chapters, whether it is the initiation, the achievement, or simply the Chapter's progress on a Council-related project.
18. Determine if your Chapters can assist each other in co-sponsoring and/or promoting special activities. Determine whether you can assist in sponsoring joint projects such as a regional meeting or joint educational seminar.
19. Encourage your Chapters to publicize special acknowledgements for the installation of new CRS Designees and members. Forward the new designees and members names to your state association/local boards.
20. Encourage them to sponsor booths at their state and local conventions to promote Council and Chapter membership.
21. Encourage Chapters to develop cooperative relationships with their Local Boards and/or other real estate organizations.

Calendar of Events

January

- ✓ Contact newly elected Chapter officers in your region
- ✓ Lend assistance in helping your Chapters develop goals and plan the year
- ✓ Explain the Chapter Leadership Manual to the newly elected officers (if needed)
- ✓ Review the bylaws for the Chapters in your region
- ✓ Request a budget and calendar of events for each Chapter in your region

February

- ✓ Provide the Chapters in your region information and deadlines for Council sponsored programs:
 - Reinstatement Rebate (April 1)
 - Chapter of the Year Award (Sept. 1)
 - Chapter with a Heart (Sept. 1)
 - Chapter Educational Grant (Dec 1)
 - Chapter Website Program (Dec 1)
 - CRS Awareness Fund (Dec 1)
- ✓ Begin to schedule trips to the Chapters in your region
Submit travel authorization forms to the Director of Chapter & Regional Programs for pre-approval

March

- ✓ Develop a course of action to assist in strengthening the chapters in your region
- ✓ Encourage the Chapters to apply for the reinstatement rebate program (due April 1)
- ✓ Ensure the Chapters schedule a Strategic Planning Session

May

- ✓ **CRS Midyear Meeting**
 - Attend the following committee meetings:
 - Chapter Officers Breakfast Briefing/Presidents Forum
 - Chapter Officers Networking
 - Regional Vice Presidents
 - Regional Luncheon Meeting for RVP's & Chapter Officers

July

- ✓ Remind Chapters of Council program and award deadlines
- ✓ Provide ideas and suggestions for Chapter of the Year Award, Chapter with a Heart (Awards applications due September 1)
- ✓ Ask Chapters to supply the Council and you with an outline of their budgeting procedures for the next year and a copy of the audit report and check for mandatory minimum requirements being accomplished

August

- ✓ Monitor chapter progress and make sure goals are being met
- ✓ Remind Chapters that the Chapter of the Year and Chapter with a Heart deadlines are September 1
- ✓ Remind Chapters that their Officers lists are due to National (Sept. 1)

September

- ✓ Visit Chapter during their state convention (if possible)
- ✓ Inquire if next year's Chapter Officers have been elected, then forward any names to the Director of Chapter and Regional Programs
- ✓ Annual Chapter President's Survey is conducted
- ✓ Remind Chapters that the Chapter Educational Grant, CRS Awareness Fund and Chapter Website Program reimbursement requests are due December 1

October

- ✓ Remind Chapters that the Chapter Educational Grant, CRS Awareness Fund and Chapter Website Program applications are due December 1
- ✓ Check to make sure annual mandatory minimum Chapter requirements for Chapter recertification are being met

November

- ✓ **Annual Conference Meeting (sometimes scheduled in October)**
 - Attend the following committee meetings:
 - Regional Vice President Transition & Training Meeting
 - Chapter Leadership Orientation and Lunch
 - Chapter Presidents Leadership Forum
 - Regional Vice Presidents Committee
 - Chapter Officers Networking
 - Regional Lunch Meeting with RVP's and Chapter Officers (Pres. and Pres-Elect preferred)

December

- ✓ All Regional Vice Presidents Travel expense reimbursements for travel to chapters must be submitted by December 15th to the Director of Chapter and Regional Programs
- ✓ Evaluate the Chapters in your region
 - Assess each Chapter's progress and identify achievements and special problems
 - Recommend a future course of action to assist the Chapters in further development
 - Provide the Council with a copy of your Annual RVP Report

Form Letters

To help you develop written correspondence to newly elected chapter officers and State Association staff, the following form letters may be used. Please feel free to revise them to better meet your needs.



RVP Name, CRS
RVP Mailing Address
City, State, Zip
(000) 000-0000
RVP Email Address

Date

Dear _____:

Congratulations on your election to the _____ of the
_____ CRS Chapter.

Your role as a _____ in your Chapter is very important. You obviously have earned the confidence and respect of your peers. Your leadership skills will be called upon to guide and direct your chapter to new heights.

My position as the Council Regional Vice President for your Chapter is to assist you in any way I can. I am available to attend at least one of your Chapter functions per year and look forward to meeting the members of your Chapter. We at the Council are always listening for your feedback on how we can better serve you, our members.

Below are my telephone number, email and preferred mailing address. Please do not hesitate to call on me!

RVP PHOTO HERE

Mailing address
City, state, zip
Telephone number
Fax
Email address

This is going to be another exciting year for the Council and I am delighted to have you as part of our leadership team.

Sincerely,

Regional Vice President

To Maintain Contact with Your State Associations



RVP Name, CRS
RVP Mailing Address
City, State, Zip
(000) 000-0000
RVP Email Address

Date

Dear _____:

I am the Council of Residential Specialists' Regional Vice President for your state. I work hand in hand with your current CRS Chapter President _____ and the Chapter leadership team.

In this position it is my job to communicate with the State Associations and Local Boards within my region on how we, as a Council, can help your members become aware of the benefits of obtaining the CRS Designation. Through state publications, sponsoring Council Courses and being present at your state conventions we hope to be able to obtain this goal.

In order to keep apprised of the current events within your State Association, I would appreciate being added to your mailing list for your state newsletter.

If there is any way I can help you, please do not hesitate to call on me! Below is my contact information:

INSERT RVP PHOTO HERE

Mailing address
City, state, zip
Telephone number
Fax
Email address

I look forward to receiving your publication and talking to you soon.

Sincerely,

Regional Vice President

Sample Press Release

Attached is a fill-in-the-blank press release that we have prepared for your use as a guide in writing your own press release. The release can be distributed to local media contacts to publicize your work in promoting membership in the Council of Residential Specialists.

Guidelines for handling the Sample Press Release:

1. Retype the sample press release on your office stationary. An electronic version is also available from the Council.
2. Fill in the blanks with the appropriate words and phrases.
3. Double space and delete the parentheses and underline when retyping the release.
4. Distribute copies of your release to real estate editors or city editors of daily and weekly papers in your area. You may also want to send a copy to the State and Local Association publications as well.
5. You may include a head and shoulder photo of yourself with the press release. A 5 x 7 black and white photo is preferred.

Since this was designed as only a guide in preparing your own press release, you may add or delete information as you see fit. However, keep in mind that the editor will need to be able to cut the article down to make it fit the space available. Therefore, be sure to include the most important information in the first paragraph, the second most important information in the second paragraph and so forth.

Please Note: A Microsoft Word document is available electronically upon request to the Chapter department or by accessing the Chapter area of the CRS website.

Sample Press Release



430 North Michigan Avenue
Chicago, IL 60611-4092
800.462.8841
www.crs.com

Contact: Your name
 Your phone
 Your E-mail

FOR IMMEDIATE RELEASE

(YOUR NAME) NAMED (STATE) REGIONAL VICE PRESIDENT FOR THE COUNCIL OF RESIDENTIAL SPECIALISTS

YOUR CITY, STATE, DATE – Gregg Fujita, CRS, 2010 president of the Council of Residential Specialists announced today that (your name), CRS has been appointed Regional Vice President for the Council. (Your last name) will be responsible for Region (your region #) which includes: (list states).

As one of only 16 Regional Vice Presidents throughout the country, (your last name) will serve as a liaison between Chapters, the national Council and will aid in the development of the Chapters. In addition, (your last name) will work with REALTOR® State associations to increase the awareness of the CRS designation, the highest designation awarded to REALTORS®.

As a Regional Vice President, (your last name) helps bring the Council of Residential Specialists to a local level and assists the over 40,000 professional members expand their skills and improve client service. The Council offers members advanced professional training, nationwide referral opportunities, sales and marketing support, and one-stop shopping; the latest market-tested products at a discount.

(Your last name) has been an active member of the Council since (year joined). Besides being a Regional Vice President, (your last name) is involved in (list other activities), is a (title, company and location), and is a member of (name of your local board) of REALTORS®.

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Note to editors: The Council of Residential Specialists awards the Certified Residential Specialist (CRS) Designation to experienced REALTORS® who have completed a demanding education program. For more information on the CRS designation, visit the Council's Web site at www.crs.com.

National Meetings

As the Regional Vice President and member of the Regional Vice Presidents Committee, it is mandatory that you attend both National Meetings. It is extremely important that you attend these meetings so that action items can be reported to Chapter Presidents who were unable to attend but need to be kept up to date with the issues facing the Council.

Regional Vice Presidents shall attend the following meetings sessions during the National meetings:

- Regional Vice Presidents Transition & Training Meeting (Annual Conference only)
- Chapter Leadership Orientation and Lunch (Annual Conference only)
- Chapter Officers Breakfast Briefing/Chapter Presidents Leadership Forum (Midyear only)
- Chapter Presidents Leadership Forum
- Regional Vice Presidents Committee
- Chapter Officers Networking
- Regional Lunch Meeting for RVP's & Chapter Officers

YEAR	DATE	MEETING	HOTEL	LOCATION
2010	May 13-16	Midyear Meetings	Marriott Washington	Washington, D.C.
2010	November 3-6	Conference	Marriott New Orleans	New Orleans, LA
2011	May 12-15	Midyear Meetings	Marriott Washington	Washington, D.C.
2011	November 9-12	Conference	Hyatt Regency	Anaheim, CA
2012	May 17-20	Midyear Meetings	Hilton Washington	Washington, D.C.
2012	November 7-10	Conference	Renaissance Sea World	Orlando, FL

Guidelines on Honorarium

Regional Vice Presidents will receive an annual honorarium of \$3,000 for attending both National Council meetings (Midyear and Annual) and visiting each Chapter in their assigned region. No action is needed by the Regional Vice President to generate the payment. The reimbursement will be automatically paid at the end of the year.

If the Regional Vice President received an excused absence from their meetings at one of the National meetings, then the \$3,000 reimbursement will be prorated to \$1,500.

If an RVP does not attend a National meeting and has not received an excused absence the honorarium is forfeited (extenuating circumstances may be considered).

Note: RVP's must also submit all expenses and year-end summaries by December 15th in order to receive the honorarium.

Regional Vice President Checklist

As soon as possible after assuming office you should:

1. Thoroughly review the entire Regional Vice President and Chapter Leadership Manuals. Each newly appointed Regional Vice President is required to attend the Chapter Leadership Orientation.
2. Familiarize yourself with the Council of Residential Specialists staff members and their areas of responsibility, and the services rendered by the Council. A staff list is included in the *Council Information* section of this manual.
3. Become familiar with your Chapters past activities by reviewing the records from the previous Regional Vice President and by discussing areas of progress and/or difficulty with him or her.
4. Contact the Chapter Presidents in your region to:
 - a. Congratulate them on being elected to office.
 - b. Assure them of your assistance and the assistance of the Council.
 - c. Inform them of the Chair's and the Council's objectives for the coming year and discuss how their Chapters can help achieve these objectives.
 - d. Discuss their roles for the coming year. Offer your assistance in setting realistic goals.
 - e. Have them review their bylaws, schedule Chapter meetings and plan other chapter responsibilities according to the bylaws.
 - f. Direct each Chapter President in your region to include you and the Council's Director of Chapter & Regional Programs on the mailing list for all information and correspondence (i.e. meeting notices, minutes, newsletters, etc.).

In Connection with the National Meetings You Should:

1. Encourage each Chapter to fund their President's expenses for the Annual Conference meeting if their finances allow. Encourage each Chapter to also assist their President elect, if possible.
2. Act as a host to your Chapter Officers at the meetings and make them feel welcome. Introduce them to other members and see that they know where to go and which meetings to attend. Remember that this may be your Chapter Leaders' first contact with the Council on a National level. The Welcome Reception, held at every National Conference, is a good time to arrange to meet with them.
3. Spend time with your Presidents at the meetings to discuss their Chapter activities. Perhaps you could have your Chapter Presidents meet together as a region while at the Conference.
4. Encourage your Presidents to report on behalf of their membership as it pertains to the Council of Residential Specialists' programs.
5. Inform your Presidents of actions taken during the meetings, pointing out how these actions may specifically relate to or affect their programs. This information can be disseminated in the form of a Chapter newsletter with the encouragement that it be adapted for distribution to their members.

Regional Vice President Goal Setting Form

Level One: (mandatory)

- Contact newly elected officers in each chapter
- Explain Chapter Leadership Manual (if needed)
- Confirm Chapters established strategic plan, budget, mission statement, and committee objectives.
- Determine that all Chapters are following bylaws
- Contact State Associations and Local Boards
- Visit Chapters
- Attend all National Meetings
- Encourage and remind all Chapters to utilize Council Chapter programs and reimbursement funds
- Assist Chapters in meeting Minimum Mandatory Requirements for Certification
- Encourage participation in Chapter awards
- Submit a year-end report explaining the status of each Chapter

Level Two:

- Have Chapters apply for the Chapter of the Year Award
- Membership campaign that increased Council membership
- Reorganize a failing Chapter
- Identify outstanding Chapter accomplishments:

Level Three:

- Hold a regional Chapter meeting
- Publish a regional newsletter
- Have all Chapters apply for the Chapter with a Heart Award
- Have all Chapters apply for the Chapter of the Year Award

Other goals & accomplishments: _____

Signature: _____ DATE: _____

Chapter Visits

Travel Policies

Objectives

1. To act as a communication link between the CRS Chapters, and the Council of Residential Specialists and its Leadership.
2. To support and assist Chapters in their development via:
 - goal setting
 - organization
 - education promotion
 - promote attendance at national meetings
 - progress review
 - budgeting and strategic planning
 - operational matters
 - membership recruitment and retention
 - resource for information
 - national presence
 - installation of officers
 - updating bylaws
 - CRS Designation promotion
3. To assist in developing Chapter and Council leadership from the membership.
4. To encourage member involvement in the Chapter and Council.

Approved Visits

- To a state Association meeting or convention to encourage Chapter support from the state Association and enlist new members
- To Chapters who do not send their Chapter President to the National Meetings
- To Chapters in distress. A written request from the Chapter or Regional Vice President explaining the objective of the trip is needed
- Requests for additional travel to Chapters will be considered, provided, previous Chapter travel has not exceeded the annual, per chapter, allotment of \$1,250.00. Written requests for additional travel must be submitted by the Chapter President or Regional Vice President and must explain the objective of the trip

In all cases of Chapter travel, the Regional Vice President must complete the Travel Notification Form and submit it to the Director of Chapter and Regional Programs 30 days before the trip is made.

RVP travel to Chapters must include a Chapter meeting. The meeting must consist of the active Chapter leadership (minimum). RVP's should request a copy of the meeting agenda be sent to them prior to the visit/meeting.

*Please note: Hotel stay expenses for the evening prior to and following the Chapter meeting and other days through Saturday will be approved if cost of total trip is substantially reduced due to Saturday stay over. Please provide both figures when seeking approval.

Note: The average Chapter trip is 3 days. Chapter trips should not exceed 4 days.

Regional Vice President Travel expenses per year are not to exceed **\$850** per Chapter visit. RVP's must visit each Chapter within their region ONE time per year.

Procedures for Reimbursement

1. Complete the Travel Notification Form in its entirety and submit to the Director of Chapter & Regional Programs at the Council.
2. Within 14 days of completed travel, complete the Expense Reimbursement Form and NAR Expense Form. Please remember to sign the NAR Expense Form.
3. Attach original receipts for all expenses equal to or exceeding \$75 and all transportation/lodging receipts no matter the amount.
4. Airfare receipts must show the amount paid and method of payment.

Fax copies will not be accepted.

The Council must receive all expense reimbursements for the current year no later than December 15th.

If requests are not received by December 15th, the Council will not be able to reimburse the request. This will also impact your ability to receive the RVP Honorarium.



COUNCIL OF RESIDENTIAL SPECIALISTS TRAVEL POLICY AND PROCEDURES FOR MEMBERS TRAVELING ON BEHALF OF THE COUNCIL

The following is a policy, which outlines reimbursable expenditures for members traveling on behalf of the Council of Residential Specialists. It is designed to:

- ▣ Insure compliance with minimum Internal Revenue Service Requirements.
- ▣ Insure that members are reimbursed on a fair and equitable basis.
- ▣ Avoid undue record keeping and reimbursement delays.

CRS will not reimburse expenses submitted which are not in compliance with IRS requirements or the CRS Travel Policy. A memo will be attached to your reimbursement check indicating how much was not in compliance with the Member Travel Policy, with instructions to resubmit any item(s) to CRS's CEO or Vice President of Operations, if you feel there are special circumstances.

CRS will reimburse traveling members for reasonable cost of food, refreshments and incidentals. Costs of meals are dependent on the geographic area and members are expected to use **prudence**. Tips for meals should be included in the total cost of a meal.

All expenses must be submitted on a CRS expense report, preferably within 14 days of the completed trip. Due to the need to reflect expenses in the period in which they are incurred, we request that all expense reports be submitted within 14 days of occurrence and no later than 30 days. In no case will any expenses be reimbursed more than 90 days after the completion of a trip and in no case are we able to process expense reports from a prior year.

NOTE: Only the members of the Executive Committee are reimbursed for travel to the Midyear Meetings and Annual Conventions. All other members are expected to pay for their own expenses.

Should you have any comments or questions regarding this travel policy, please contact either the Director of Meetings (321/321-4420) or the Vice President of Operations (312/321-4403).

MEMBER TRAVEL POLICIES

RECEIPTS

Per IRS Regulations and CRS policy, ORIGINAL receipts are required for all expenses greater than or equal to \$75.00 and original receipts for lodging and transportation (air fare, train fare, etc.) must be submitted, regardless of amount.

DEADLINES

Expense reports must be received by CRS within 14 days of trip

AIRFARE

Please secure the lowest applicable airfare available. All air travel is to be purchased at the lowest applicable fare in coach class. If for some reason you are only able to reach your destination by purchasing a first class ticket, please contact your staff liaison who will seek permission from the Chief Executive Officer of the Council.

Tickets must be purchased at least 30 days in advance.

Original passenger receipt with flight details and price must be attached to your Expense report.

Air Transportation Using Frequent Flyer Miles:

If you secure your airplane tickets using your Frequent Flyer miles, you must submit a verification showing the cost of the tickets if they had been purchased. This verification must be dated and the date can be no less than one month before the scheduled trip. Fares tend to be less costly if booked further out. If your documentation is not dated or is dated less than one month before the trip, CRS will determine the reimbursable amount by seeking reservation information to/from your destinations with one month advance booking.

Please note, as per IRS regulations, all reimbursed travel that was secured using Frequent Flyer miles is a taxable (1099) transaction. There is a line on the expense report for this expense reimbursement.

MILEAGE

50¢ per mile (the current IRS rate for 2010).
Mileage cannot exceed cost of airfare to same destination.

Consider the cost of airport parking, it is often more expensive than taking a cab.

RENTAL CAR

Must consult your staff liaison first for authorization.

Only compact or intermediate size cars are authorized.

Only when other methods of transportation to and from the event are not available or when logistics dictate the necessity of car rental.

Collision damage waiver must be purchased.

Traffic fines and parking violations are not reimbursable.

PARKING AND TOLLS

Actual cost with receipt.

Valet parking will not be reimbursed unless extenuating circumstances exists. Most resorts and hotels offer valet as well as complimentary parking.

TAXI AND BUS

Bus shuttle service and taxis are the only approved means of transportation and are reimbursed at actual cost. Limo service must be approved by a staff liaison prior to your trip. Airport limo, taxi, bus and parking are reimbursed at actual cost.

LODGING

Council staff will arrange lodging for established Council meetings (e.g. Strat Plan, PAG's, Leadership Training, etc.). Your room and tax will be master billed to CRS for those nights needed for each particular function. Should you wish to arrive early or depart later, these extra nights will be at your expense. You should pay for your own incidentals upon checkout. Council staff will advise you of any exceptions to this policy. Original lodging receipts with proof of payment must be included with your expense report.

Should you find it necessary to cancel your hotel reservations, it is your responsibility to contact the appropriate Council staff during business hours, or the hotel after hours so the Council is not charged for a "no show".

MEALS & SNACKS

Meals (including snacks) are reimbursed up to a maximum of \$80.00 per day. For those times when meals have been provided by the Council the meal line should be left blank for the meals that were provided on those days. Snacks and mini-bar purchases are reimbursable and are included in the \$80 per day maximum.

Expenses for meals must be itemized separately (breakfast, lunch, dinner, etc.)

If driving instead of flying, meals and incidentals will be reimbursed for only one travel day each way.

TIPS

Actual cost up to \$1.00 per bag for skycap, doorman, and bellman. The actual Airline per baggage fee, normally \$2.00, for curb side baggage check in. Report these separately on your expense report on the Tips line.

TELEPHONE

CRS will reimburse you \$15 per day for telephone calls.

In-Room Internet access is reimbursable.

Air-to-ground calls are not reimbursable.

These charges should be listed separately on your expense report.

INCIDENTALS

Emergency laundry needs, emergency purchase of toiletries, other reasonable necessities you may require due to being away from home.

NON-REIMBURSABLE EXPENDITURES

Personal entertainment (i.e. in room movies).
Purchase of books or magazines.
Barber or Beautician.

RECEIPTS:

The IRS, as well as CRS, requires **original** receipts for any expenses of **\$75.00** or more. CRS can not reimburse any expenditure of \$75.00 or more if there is no original receipt to accompany the expenditure.

Lodging and transportation (air fare, train fare, etc.), regardless of amounts, must have original receipts attached. The Council will reimburse you for reasonable meal expenditures, without receipts, up to the \$80 daily cap. Indicate the amount of each meal on the appropriate line on the expense report.

Once approved, CRS will process and mail your reimbursement within 5 business days whenever possible.

If there are any non-reimbursable charges, or charges not in compliance with CRS policies that are submitted on your expense report, those amounts will be deducted before approval for payment. (Revised and adopted as of 01/01/07)



Expense Reimbursement Form

Submit this form with the following required attachments:

- A. completed and signed NAR expense form
- B. original receipts for all expenses that equal or exceed \$75.00
- C. original receipts for lodging/transportation expenses
- D. mileage (personal auto) which is reimbursed at \$.50 per mile

Name _____ Phone _____

Office Name _____

Address _____

City _____ State _____ Zip _____

Travel Destination _____

Dates of Trip _____ to _____ Date of Chapter Meeting _____

Describe your meeting's goal: _____

What role did you play in accomplishing these objectives: _____

Chapter Officers in attendance:

Name & Title _____

Name & Title _____

Name & Title _____

Name & Title _____

Name & Title _____

This form must be returned with the Expense Report form in order to receive reimbursement within 14 days from the last day of the Chapter visit.

How to.... Complete your Expense Report

- ✓ **Print** your name in the top middle of the first page in the “Make Check Payable to” area. *The name on your expense report must match the name on your W-9.*
- ✓ **Sign** the bottom left area where the “Signature” is indicated. Add the current date.
- ✓ Add the reason for your trip to the “Business purpose” field for example, “Chapter Leadership Retreat”.
- ✓ Separate your **original** receipts by date. All expenses of \$75 or more must be accompanied by an original receipt to be eligible for reimbursement. ALL original transportation receipts (regardless of amount) must be attached.
- ✓ Enter one date per column in the date fields. If you traveled Thursday to Saturday, enter Thursday’s date in the first column, Friday’s in the second column and so on.
- ✓ Insert your expense amounts (in the appropriate column for each day they are spent) into the appropriate fields by the categories indicated on the form: Transportation, Meals, Lodging and Miscellaneous.
- ✓ If you are including air or train fare, add the total amount of your air or train fare to the first day of the trip in the “Air / Train Fare” field. *ALL travel receipts must be included with your report, no matter the amount, due to an IRS regulation.*
- ✓ **Airfare receipt MUST show the amount charged and method of payment.**
- ✓ If you are including mileage, add the miles you traveled to each individual day, if you are filling out the expense form manually you will have to multiply your mileage per day by the current rate indicated on the form in the “Miles x Current Rate” field. Currently the IRS has set the mileage rate at 50 cents per mile. *Please note: Mileage cannot exceed the cost of airfare to the same destination.*
- ✓ If you are filling out the expense report electronically, the document will automatically calculate your mileage totals as well as add up all total columns.
- ✓ If the Council is including your room expense in their master bill, do not add expenses to the “Lodging – Room & Tax” field, instead write in “MASTERBILLED”.
- ✓ Tab or turn to page 2 of the expense report and complete explanations for any relevant areas. If you gave tips, please break down the amounts per day and include on page 2 along with the additional information required. See the Council Member Travel Policy for additional guidelines.
- ✓ Miscellaneous items are also included on page 2 of the expense report; please include the date the expense was incurred, the description and reason for incurring the expense as well as the cost per expense.
- ✓ Please double check to ensure you signed in the signature field at the bottom left of the report.
- ✓ **MAKE COPIES** of your signed expense report and ALL receipts before mailing to the Council. Then send to...

**Attn: Chapter & Regional Programs Coordinator
Council of Residential Specialists
430 North Michigan Avenue, Ste 3
Chicago, IL 60611**

Annual Chapter Presidents Survey

Each year a Chapter Presidents survey is conducted. The survey is emailed from the Council to all Chapter Presidents and Regional Vice Presidents are notified. The instructions request that Chapter Presidents complete the survey online and submit it to the Council.

The deadline for the completed surveys to be returned to the Council is approximately 14 days from the date the survey is sent.

It is important that the surveys be returned on time so reports can be compiled and Chapter progress can be measured. The results of the survey will be shared with the Regional Vice Presidents. The results can be used as a tool to assess Chapter goals management, and to identify trends.

2009 Annual Chapter Survey Questions:

Your Chapter name:

Your name:

Please tell us the name of your President-Elect:

How many years are you serving as Chapter President? (1 or 2 years)

Has your Chapter planned the 2010 Chapter Budget?

If not, when will your 2010 budget be prepared?

Does the Chapter's budget include travel expenses for the President and/or other officers to attend the two National Meetings (Midyear, Annual Conference)?

If yes, please list which Officers and which meetings:

How much does your Chapter budget for each Officer to attend an out-of-state meeting?

When was your Chapter's 2009 audit or financial review scheduled? If it hasn't, when will it be?

When is your Chapter's transition meeting scheduled? If it has already taken place, when was it held?

When did your Chapter hold its last Strategic Planning meeting?

What plans were/will be implemented as a result of that meeting?

What events/activities is your Chapter having this year (2009)?

What educational offerings did you provide to your Chapter members?

What does your Chapter have planned to promote the CRS designation and recruit membership next year (2010)?

How often does your Chapter's Board of Directors meet?

Are the Chapter BOD meetings held live (face-to-face) or via telephone conference or a combination?

Does your Chapter pro-rate your Chapter's dues at any time during the year? (Yes/No)

If so, please explain the pro-ration method used.

Will/did your Chapter sponsor a booth at your state convention this year?

If your Chapter pays to contract professional services (i.e. administrative, etc.) what services is the Chapter provided with?

Has your Chapter implemented any new programs or Chapter member benefits this year? (Yes/No) If yes, please describe these new programs and/or member benefits.

Has your RVP encouraged you to participate in Council-sponsored Chapter reimbursement programs and awards? (Yes/No)

Does your RVP recognize your significant activities and/or accomplishments? (Yes/No)

Do you have any additional comments?

Approximately how many times has your RVP communicated with you this year?

Has your RVP visited your Chapter this year? If yes, how many times? If not, when is your RVP planning to visit your Chapter?

How do you prefer to communicate with your RVP?
(Combination Phone/Email, Phone only, Email only)

Please rate the level of support you receive from your RVP?
(Excellent, Very good, Good, Fair, Needs Improvement)

How can your RVP be of more assistance to you and your Chapter?

Please rate the level of support you receive from the Council's Chapter Department?
(Excellent, Very good, Good, Fair, Needs Improvement)

How can your Chapter Department Staff be of more assistance to you and your Chapter?

Which of your Chapter Officers will be attending the Chapter Leadership Orientation/Lunch held during the Annual Conference Meeting?

What do you feel has been your Chapter's greatest achievement this year?

What do you feel has been your Chapter's greatest challenge this year and how did/will you handle it?

What is the process used by your Chapter to identify future Chapter Leadership?

How does your Chapter communicate with its members throughout the year?
(Printed newsletter, online newsletter, written communication, email communication, fax communication, blog on Chapter web site - check all that apply)

Does your Chapter communicate in another manner other than what was listed in the last question?

How does your Chapter contact the non-CRS REALTORS® in your market area to make them aware of the Council and Chapter's educational, networking and referral opportunities?

Does your Chapter provide incentives for members to attend their first CRS course, Chapter event, and/or subsequent courses? If yes, please list the incentives and what they are offered for.

How did being a CRS Chapter President affect your business?
(Business increased, Business decreased, No change was noticed)

Have you received any CRS referrals that you feel you received as a direct result of being a Chapter President?

Did you have a significant experience this year as a Chapter President that you would be interested in sharing?

What does being a CRS Chapter Officer mean to you?

What would you say are the most important issues currently affecting REALTORS®?

Do you have any additional comments?

Contacting the State Associations

In addition to being the liaison between the Council and the Chapters, the RVP is also the liaison between the Council and State Associations. When possible, contact each State Association at least twice a year to make sure they are co-sponsoring courses, promoting the CRS Designation, and cooperating with the Chapter.

Ask the State Association to include you on their mailing list. Form letters are included in this manual to help you organize this correspondence.

Early each year the Council of Residential Specialists will mail a press release to each State Association announcing the names of the Regional Vice Presidents. The Council will also send a letter to each State Association Executive Officer, under the Council President's signature, to offer the Regional Vice President as a resource.

John or Jane Doe
Connecticut Association of REALTORS®
111 Founders Plaza, 11th Floor
East Hartford, CT 06108-3212

Dear Mr./Ms. Doe:

I would like to take this opportunity to announce that _____, CRS has been appointed Regional Vice President for the Council of Residential Specialists. _____ is responsible for Region 1 which includes the states of Connecticut, Maine, and Massachusetts.

_____ is one of 16 Regional Vice Presidents throughout the country. He/she is responsible for visiting state chapters and serving as a liaison to the Council on a national level, as well as helping develop and strengthen the chapters.

In addition to helping the CRS Chapters, _____ is available to help assist state associations in increasing the awareness of the Certified Residential Specialist (CRS) Designation, the highest designation awarded to REALTORS® that specialize in residential real estate.

As a Regional Vice President, _____ helps bring the Council of Residential Specialists to a local level. The Council offers educational programs, informative publications, books, Chapters and referral directories to help the over 40,000 members develop all facets of their careers in real estate.

I encourage you to contact _____ with any questions you may have about the Council of Residential Specialists and the CRS Designation. _____ can be reached at:

_____, CRS
Street mailing address
City, state, zip code
Phone
E-mail

Thank you for your continued support,

Gregg Fujita, CRS
President, Council of Residential Specialists

Chapter in Distress Policies and Procedures

The following procedures have been developed to identify Chapters whose progress is unsatisfactory and to attempt to improve their situations.

Warning Signs

1. The Chapter does not have nominated or elected officers.
2. A Chapter budget has not been developed or reviewed
3. Dues have not been collected
4. There has been no successful contact between the Chapter and RVP.
5. Chapter bylaws have not met three-year bylaws review.
6. Chapter leadership has not been present at National meetings.
7. Chapter board membership meetings have not been scheduled or held.
8. Chapter correspondence has not been received
9. Chapter has not submitted documentation for mandatory requirements

Procedures

1. The Regional Vice President must make at least two phone calls to the Chapter President to gain information so a determination can be made as to the Chapter's status.

The Regional Vice President should ask the following questions:

- A. Have chapter officers been nominated and elected? If so, what are their names?
- B. Who is the Treasurer?
- C. How much money is in the Chapter treasury?
- D. Has a budget been developed?
- E. Has the Chapter sponsored any courses?

This helps determine if there should be money in the treasury.

- F. What activities or programs have been presented?

This helps determine if the money in the treasury is being spent properly.

- G. When were chapter dues collected? If so, submit roster to the Council.

2. If the Regional Vice President does not make contact with the Chapter President after two phone calls, or believes further action is need after speaking with the Chapter President; the RVP must notify Rachel Tristano, Director of Chapter & Regional Programs, who will contact the Chair of the Regional Vice Presidents Committee as well as the Chapter Policy Review Board.

The Chair of the Regional Vice Presidents Committee will make two additional attempts to contact the Chapter President. The Chapter Policy Review Board will assist in planning a course of action.

3. If the Regional Vice Presidents Committee Chair does not speak to the President after two attempts or determines further action is needed, the RVP Chair may send a letter by certified mail, return receipt requested, to the Chapter President. The letter will notify the Chapter President of the Regional Vice Presidents and Committee Chair's concerns about the Chapter's progress. The plan of the Chapter Policy Review Board will be followed.

Before Relinquishing Your Office

1. Submit the RVP Annual Report to the Council and the Chair of the Regional Vice Presidents Committee. The evaluation should identify accomplishments, strengths and weakness of the Chapters along with your recommendations.
2. Write to your Chapter Presidents thanking them for their efforts, praising their accomplishments and encouraging them to support the incoming Regional Vice President.

Resignation

Regional Vice Presidents who find it necessary to resign their position must submit their resignation in writing to the Council and Chair of the Regional Vice Presidents Committee. The Regional Vice President, if possible, is asked to maintain the position until a replacement has been appointed to the position or in the case there is an alternate, that alternate is able to fulfill their responsibilities.

Replacement Procedures

In the event of a vacancy, the first alternate will be appointed to the vacant position to fulfill the remainder of the term. The alternate will serve in the position of Regional Vice President until the next meeting of the Regional Vice President Selection Subcommittee. The ending date of the Regional Vice President's term will not change.

Removal Procedures for a Regional Vice President who is not Satisfactorily Performing His/Her Duties

Perceived performance problems with a Regional Vice President will be brought to the attention of the Director of Chapter & Regional Programs and the Chair and Vice Chair of the Regional Vice Presidents Committee via the RVP Issue Form. Once received, the completed form will be forwarded to the RVP Chair/Vice Chair for further review.

As a result, a meeting with the RVP Committee Chair, RVP Vice Chair, Chapter Policy Review Board Chair and the Director of Chapter & Regional Programs will be held to resolve the situation. Written notification of this meeting will be sent to any complaining parties by the RVP Chair.

Any appeals to the decision of this body can be brought to the Council's Executive Committee whose decision will be final.

Regional Vice President Requirements and Selection Procedures

Objective: To identify individuals who can serve effectively as the liaison between the CRS Council and the Chapters.

The following criteria are to be used in the consideration and recommendation of prospective Regional Vice President Candidates.

Selection Criteria for Council Regional Vice Presidents:

1. Be a member in good standing of the Council of Residential Specialists, CRS Chapter, Local Board, and NAR.
2. Have earned the CRS Designation.
3. Have served as a Chapter president.
4. Have remained active in the Chapter and have current background knowledge of the Council's structure and programs.
5. Will be able to attend two National meetings per year, the Fall Chapter Leadership Training Program and to travel within his/her region to assist Chapter leadership.

Procedures for Selecting Prospective Regional Vice President Candidates:

1. Each year, the Council President shall appoint a Selection Subcommittee of the Nominating Committee, which will consist of five individuals. The Subcommittee will be chaired by the most recent available past chair of the Nominating Committee.
2. A notice and application for available positions will be forwarded to the past presidents of the CRS Chapters, current Chapter Officers and members of the Council's Official Family soliciting potential Regional Vice Presidents applicants.
3. Applications received by the deadline will be reviewed by the Director of Chapter & Regional Programs and forwarded to the Nominating Committee for consideration. A pre-screening process will begin and candidates will be chosen for a fifteen minute interview by the RVP Selection Subcommittee.
4. A notice will be sent to all applicants that were approved during the pre-screening process to schedule an interview with the Selection Subcommittee to discuss their qualifications.
5. During the Council's Midyear Meeting, the Selection Subcommittee shall present its recommendations to the Nominating Committee for approval and submission to the Council Executive Committee. The Board of Directors shall then make the final appointments of Regional Vice Presidents.

A Regional Vice President may not serve more than three consecutive two-year terms.



APPLICATION FOR REGIONAL VICE PRESIDENT

(SAMPLE – DO NOT USE)

Requirements:

1. Be a CRS Designated member in good standing of the Council of Residential Specialists, CRS Chapter, Local Board, State Association and NAR.
2. Have completed a term as Chapter President.
3. Have remained active in the Chapter and have current background knowledge of the Council's structure and programs.
4. Be able to attend two national meetings per year and travel within his/her region to assist Chapter leadership.

Applicant information	
Name	Date
Address	_____
City/State/Zip	_____
Business Phone	Fax
Email	_____

Other NAR designations (CRS IS ASSUMED)	
<input type="checkbox"/> ABR	<input type="checkbox"/> ABRM
<input type="checkbox"/> ALC	<input type="checkbox"/> CCIM
<input type="checkbox"/> CIPS	<input type="checkbox"/> CPM
<input type="checkbox"/> CRB	<input type="checkbox"/> CRE
<input type="checkbox"/> GAA	<input type="checkbox"/> GRI
<input type="checkbox"/> LTG	<input type="checkbox"/> PMN
<input type="checkbox"/> RAA	<input type="checkbox"/> SIOR

CRS courses completed	
<input type="checkbox"/> 200	<input type="checkbox"/> 201
<input type="checkbox"/> 202	<input type="checkbox"/> 203
<input type="checkbox"/> 204	<input type="checkbox"/> 205
<input type="checkbox"/> 206	<input type="checkbox"/> 207
<input type="checkbox"/> 210	

Number of years in real estate _____

Number of years as a CRS designee _____

Are you a CRS Chapter member Yes No

If yes, for how long? _____

Offices held in CHAPTER

<i>Name of Chapter</i>	<i>Office Held</i>	<i>Date</i>

Participation in CHAPTER committees

<i>Name of Chapter</i>	<i>Position with committee & name of committee</i>	<i>Date</i>

Please identify the Council meetings that you have attended

- Midyear Meetings
- National Convention
- Leadership Retreat
- Midyear Meetings
- National Convention
- Leadership Retreat
- Other (please list):

Participation in COUNCIL OF RESIDENTIAL SPECIALISTS committees

<i>Name of Committee</i>	<i>Position with committee</i>	<i>Date</i>

Participation in your local board, state association or other REALTOR® group during NEXT YEAR

<i>Name of Organization</i>	<i>Office held or committee name & position</i>	<i>Date</i>

What other volunteer professional positions will you hold NEXT YEAR?

<i>Name of Organization</i>	<i>Office held or committee name & position</i>	<i>Date</i>

Other experience

--

Explain how you would assist your assigned Chapters in their physical, educational, professional and economic growth (list each individually).

--

This application must be completed online.



Legal Audit for RVP Applicants

In light of the high visibility of this position, the Council of Residential Specialists has instituted a policy of asking candidates for leadership positions to cooperate in a legal audit of previous matters or matters pending against them, their firms, or firms in which the candidate is a principal, partner or corporate officer.

The purpose of the audit is to assure that any issues presented by such matters are known to the Council in order that any problems these matters might present to the Council or its policies or programs can be assessed and anticipated.

Please provide to the Chief Executive Officer, Nina Cottrell, in an envelope marked "personal and confidential", information regarding the following:

Name:

Pending federal, state and county litigation and regulatory action.

- None (initial if box is checked)
- If yes, provide details:

Judgments entered against the candidate or a firm in which the candidate is a principal, partner or corporate officer.

- None (initial if box is checked)
- If yes, provide details:

Any disciplinary action taken through NAR grievance or licensing regulatory agency against the candidate or a firm in which the candidate is a principal, partner or corporate officer.

- None (initial if box is checked)
- If yes, provide details:

The information for each case or regulatory proceeding should include a brief description of the substance of the complaint, the damages or sanctions sought, and the date it was filed. Also identify the lawyer or other person with whom the case can be discussed in the event of any questions.

If there are no matters in any one or more of the above three categories, the candidate may check the box marked "none" and initial the line next to the box.

Please be aware that all submissions for the legal audit are mandatory for all candidates.

Have you been convicted of a crime other than speeding or a misdemeanor?

- None (initial if box is checked)
 If yes, provide details:

Please attach additional information that you feel will assist the Selection Subcommittee.

If there is anything questionable on the application form, do you give consent for the information to be reviewed with National Association of REALTORS® legal counsel and/or the CRS Nominating Committee?

- Yes No

All legal information submitted shall be reviewed by the Chief Executive Officer, Nina Cottrell. A summary of each audit will be presented by the Chair to the CRS Nominating Committee. All information shall be treated as confidential; however, should the candidate be nominated by petition, the information submitted may be disclosed at the appropriate meeting.

Please read and sign this statement:

I have read and understand the responsibilities of a Regional Vice President. I will be willing to serve in a region where I will best meet the needs of the Council, membership and CRS Chapters.

If I am chosen as a Regional Vice President, I will communicate at least once a month with each CRS Chapter within my region, personally visit each Chapter annually, attend each National Council Meeting as well as the annual Chapter Leadership Retreat and make myself available to assist each Chapter in whatever way I can.

I understand that attendance at all Council Chapter and RVP business meetings is required of all Regional Vice Presidents.

Signature: _____ Date _____

Please return in an envelope marked "personal and confidential" to:

RVP Applicant Audit
Attn: Nina Cottrell
Council of Residential Specialists
430 N. Michigan Ave
Chicago, IL 60611



Regional Vice President Annual Report

Regional Vice Presidents shall complete a year-end Annual Report for each of the Chapters in their Region and submit this report electronically to the Regional Vice Presidents Committee Chair, Vice Chair and Director of Chapter & Regional Programs.

Name: _____

Region: _____

Date: _____

Please identify the goals you set for this past year that were accomplished:

List any goals that could not be accomplished and why:

Please describe your biggest challenge of this past year:

Please describe your biggest accomplishment of this past year:

Please identify the activities that you completed this year:

Council/RVP Meetings Attended All Some None

Attended Regional Networking Luncheon with officers in this Chapter: All Some None

Contacted state associations in my region All Some None

Please identify which associations were contacted: _____

Reviewed Chapter Bylaw Revisions for Chapters in my region All Some None

Assisted Chapters with Programs and Awards All Some None

Please identify which programs/awards: _____

Educational Grant Reinstatement Rebate Website Program

Chapter of the Year Award Chapter with A Heart CRS Awareness Fund

I received copies of minutes, budgets, newsletters, correspondence, etc. from my Chapters All Some None

My Chapters have met their annual mandatory requirements for recertification All Some None

List each Chapter that you visited this year and the dates of your Chapter visits:

Chapter: _____ Dates: _____

Chapter: _____ Dates: _____

Chapter: _____ Dates: _____

Chapter: _____ Dates: _____

Chapter: _____ Dates: _____

Chapter: _____ Dates: _____

Were there any Chapters within your Region you were unable to visit? If so, why?

List the strengths of each of the Chapters in your Region:



RVP Chapter Visit Evaluation

(10 being the highest, 1 being the lowest rating)

RVP Visit Evaluation	1	2	3	4	5	6	7	8	9	10
RVP Name:										
Presentation to Chapter Board of Directors	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Chapter Programs & Awards	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Knowledge of Council Information	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Encouraged questions from officers	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Expectations of visit were met	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Overall Value of RVP Chapter Visit	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Preplanning and Organization	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Used time efficiently and productively	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Presented information clearly	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
Acted as spokesperson for Council	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>
OVERALL RATING	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

Additional Comments:

Chapter:

Name:

Date: