**2020-2021 BOMA/Chicago Gold Circle Awards Overview**

 **AWARD PROCESS**

**Online Nomination Submissions**Online nomination submissions will be accepted Monday, September 14 through Friday, October 23, 2020.

This packet contains all six Gold Circle Award nomination forms. There is no registration fee to participate.

**Award nominations must be completed online** and submitted to BOMA/Chicago by 5 p.m. on October 23, 2020.

**The Award Selection Committee**

The award selection committee, referred to as the “Gold Circle Panel,” is comprised of one representative each from fifteen to twenty management companies that have the most BOMA/Chicago members, and includes one BOMA/Chicago Board member. The panel will evaluate each nomination submission to determine the top finalists in each category, interview finalists and select award winners for each category.

**Predetermined Award Criteria**

All nominees and finalists are judged based on predetermined, weighted criteria as indicated on the nomination form and detailed on the [FAQ page](https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions) (https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions).

**Finalist Selection**

The Gold Circle Panel will review nominations and judge each category based on the predetermined criteria as outlined in the Finalist and Winner Selection section of the [FAQ page](https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions) (https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions). Panelists for each category will be selected to avoid conflicts of interest because of company or building affiliations. The scores will be tallied by BOMA/Chicago staff and the top three finalists in each category will be determined. **Interviews and Selection**BOMA/Chicago will notify all finalists and arrange an in-person interview with at least three members of the Gold Circle Panel. Panelists for each category will be selected to avoid conflicts of interest because of company or building affiliations. After all interviews have been completed, the scores will be tallied by BOMA/Chicago staff and the winners in each category will be determined.

**TIMELINE**

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| **Dates** | **Gold Circle Timeline** |
| September 14 – October 23 | Gold Circle Award online nomination period |
| October 26 – November 6 | Written nomination submission forms reviewed by judges and three finalists selected within each award category |
| November 9 – November 27 | All nominees will be informed of panel outcomes and interviews will be coordinated with all award finalists |
| November 30 – December 11 | In-person interviews will be conducted and Gold Circle winners decided |
| January, 2021 | Awards are presented at BOMA/Chicago’s TOBY and Gold Circle Awards Gala  |

**ELIGIBILITY REQUIREMENTS**

To participate in the BOMA/Chicago Gold Circle Awards, nominees must meet the following criteria:

* Individual applicants must be nominated. **Self-nominating entries will not be accepted.**
* All nominees must be **employed in a BOMA/Chicago member building or affiliate company**.
* All candidates must have at least **five years of experience in commercial real estate (with the exception of the Emerging Leader Professional of the Year which requires five or less years of experience)**.
* Nominees for the Emerging Leader of the Year are limited to building members with **five or less years of experience in the commercial real estate industry.**
* All nominees must complete and submit all nomination materials as indicated on the nomination forms.
* **One nomination per category will be allowed from each Commercial Real Estate Company** for Property Management, Building Engineer, Security Professional and Emerging Leader.
* **Commercial Real Estate Companies may each submit one nomination from each of their Affiliate Member contractor companies** for the Janitorial Professional of the Year Award.
* **BOMA/Chicago Building and Affiliate Members** may each submit one nomination for the Affiliate of the Year Award.
* **Nominee finalists will be required to participate in an in-person interview** with select members of the Gold Circle Panel (Note: please allow 30 minutes to complete the interview).
* **Nominees are not eligible to serve on the Gold Circle Panel.**
* **Winners will not be eligible to resubmit for a minimum of two years following their recognition**; for example, a 2020 winner could reapply for the 2024 awards.

**ADDITIONAL INFORMATION**

For additional information, including a [FAQ page](https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions) (https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions), head over to the [Gold Circle Awards section](https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards/Gold-Circle-Awards-Frequently-Asked-Questions) (https://www.bomachicago.org/home/get-involved/award-programs/Gold-Circle-Awards) on the BOMA/Chicago website or contact Amy Masters, Director of Marketing and Communications at amasters@bomachicago.org or (312) 870-9612.

**Emerging Leader of the Year**

**Gold Circle Award Application**

**Online Application Process**

All 2020-2021 Gold Circle Award nomination applications will be submitted electronically to BOMA/Chicago. See the below link to submit your electronic Gold Circle Award application. This link will only be open from September 14 to October 23, 2020.

We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Commercial Real Estate Company may submit only one nomination for this award category.

[**CLICK HERE TO ACCESS THE EMERGING LEADER
ONLINE GOLD CIRCLE AWARD APPLICATION**](https://bomachicago.wufoo.com/forms/potpleu0dcethv/)

**Objective**Limited to building members with five (5) or less years of experience in the commercial real estate industry, this award recognizes the next generation of commercial real estate leaders who are making a positive impact on BOMA/Chicago and the commercial real estate industry today.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

How are you affiliated with the nominee? Please describe in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

**Please provide the nominee’s (1) professional bio *or* resume and (2) headshot.**

**Nominee Building Information**

Building Size:

Number of Tenants:

**Short Answer Questions: (Please limit your response to no more than 500 words each.)**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, IREM, NAOIP, CoreNet, civic, community, and/or philanthropic, etc.)
2. Has the nominee participated in any training or professional development programs? If so, please provide an overview of the sessions attended, courses completed or certifications received during the past two years (e.g. RPA, FMA, LEED Green Associate, LEED AP, BOMA/Chicago Brown Bag Series, Broker’s License, BOMA courses, seminars, etc.).
3. How has the nominee participated in sustainability and increased building efficiency efforts (e.g. building retro-commissioning, LEED Certification, Energy Star, Green Office Challenge, etc.)?
4. How has the nominee helped achieve tenant satisfaction at the building he/she manages? Provide examples of tenant retention programs, building specific services and programs, and tenant engagement initiatives (sharing results/outcomes to illustrate increased tenant satisfaction/improvement over time is encouraged).
5. What professional accomplishments has the nominee achieved during the past two years? Please provide details about obstacles or challenges the nominee faced and the successful end result.
6. What has the nominee done to demonstrate his/her initiative and commitment to become an industry leader? Provide examples of situations where the nominee has taken initiative to develop leadership potential/ability.

**Letter of Recommendation:**

Please provide one letter of recommendation from a manager, supervisor or professional mentor about why this nominee should be considered for the Emerging Leader of the Year Award.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation

**Building Engineer of the Year**

**Gold Circle Award Application**



**Online Application Process**

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We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Commercial Real Estate Company may submit only one nomination for this award category.

**[CLICK HERE TO ACCESS THE BUILDING ENGINEER
ONLINE GOLD CIRCLE AWARD APPLICATION](https://bomachicago.wufoo.com/forms/pi6wos10qclphl/)**

**Objective**Dedicated to honoring operational excellence among Chicago’s building engineers, this award is open to all engineering professionals overseeing the systems and infrastructure of BOMA/Chicago member commercial buildings.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

How are you affiliated with the nominee? Please describe in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

Participation in Local 399? (Yes or No)

**Please provide the nominee’s (1) professional bio *or* resume and (2) headshot.**

**Nominee Building Information**

Building Size:

Building Age:

Engineer Staff Size:

Number of Tenants:

**Short Answer Questions: (Please limit your responses to no more than 500 words.)**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, IREM, NAOIP, CoreNet, civic, community, and/or philanthropic, etc.)
2. How has the nominee achieved exceptional results in preventive maintenance and repair of the building’s mechanical, electrical, HVAC and plumbing systems using cost-effective, sustainable methods to ensure tenant safety and comfort? (Please note awards such as LEED certification, TOBY Award, BOMA 360 Performance Program, BOMA 7-Point Challenge.)
3. Has the nominee participated in any engineering-focused training or professional development programs? If so, please provide an overview of the sessions attended during the past two years and how this training has produced positive outcomes for your building.
4. How has the nominee achieved tenant satisfaction at the building he/she is the Building Engineer? Provide examples of how the nominee has contributed to tenant retention programs, building specific services and programs, and tenant engagement initiatives (bringing tenant matters to the management staff to address/direct tenant contact and resolution of tenant issues, etc.).
5. What professional accomplishments has the nominee achieved during the past two years? Please provide details about obstacles or challenges the nominee faced and the successful end result.
6. Has the nominee helped you prepare for a TOBY Award application process and/or building review effort? If yes, describe participation and outcomes.

**Letter of Recommendation**

Please provide one letter of recommendation from the building’s General Manager or Property Manager outlining why this nominee should be considered for the Building Engineer of the Year Award.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation

**Security Professional of the Year**

**Gold Circle Award Application**

**Online Application Process**

All 2020-2021 Gold Circle Award nomination applications will be submitted electronically to BOMA/Chicago this year. See the below link to submit your electronic Gold Circle Award application. This link will only be open from September 14 to October 23, 2020.

We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Commercial Real Estate Company may submit only one nomination for this award category.

**[CLICK HERE TO ACCESS THE SECURITY pROFESSIONAL ONLINE
GOLD CIRCLE AWARD APPLICATION](https://bomachicago.wufoo.com/forms/pbr6usf1i92e57/)**

**Objective**Open to both building and affiliate members that provide on-site security services to a BOMA/Chicago member building, this award recognizes excellence in building security.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

How are you affiliated with the nominee? Please describe in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

**Please provide the nominee’s (1) professional bio *or* resume and (2) headshot.**

**Nominee Building Information**

Building Size:

Building Age:
Security Staff Size:

Number of Tenants:

**Short Answer Questions: (Please limit your response to no more than 500 words each.)**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, ASIS, IREM, NAOIP, CoreNet, civic, community, and/or philanthropic, etc.)
2. How has the nominee achieved exceptional results in maintaining the overall safety and security of his/her building including asset protection, workplace violence prevention, access control systems, video surveillance and crisis and emergency management procedures while providing excellent tenant and guest services?
3. How has the nominee taken proactive steps to advance security procedures in his/her building (e.g., creating educational offerings, credentialing initiatives, training/drills, testing communications procedures, etc.)?
4. How has the nominee assisted in increasing tenant satisfaction at the building he/she works? Provide examples of how the nominee has contributed to overall tenant satisfaction (e.g. security training with new tenants, emergency preparedness, tenant interactions in emergency situations).
5. What professional accomplishments has the nominee achieved during the past two years? Please provide details about obstacles or challenges the nominee has faced and the successful end result.
6. How has the nominee demonstrated strength in team development and commitment to staff? Provide examples of situations where the nominee has shown strong team leadership.

**Letter of Recommendation**

Please provide one letter of recommendation outlining why this individual should be considered for the Security Professional of the Year. Letter of recommendation can be from the property manager, general manager, customer/client or a leader of the BOMA/Chicago Emergency Preparedness or Security Committee.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation

**Janitorial Professional of the Year**

**Gold Circle Award Application**

**Online Application Process**

All 2020-2021 Gold Circle Award nomination applications will be submitted electronically to BOMA/Chicago this year. See the below link to submit your electronic Gold Circle Award application. This link will only be open from September 14 to October 23, 2020.

We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Commercial Real Estate Company may submit only one nomination for this award category.

**[CLICK HERE TO ACCESS THE JANITORIAL pROFESSIONAL ONLINE
GOLD CIRCLE AWARD APPLICATION](https://bomachicago.wufoo.com/forms/p1gdezk00hm34uo/)**

**Objective**Open to both building and affiliate members that provide on-site janitorial services to a BOMA/Chicago member building, this award recognizes excellence in janitorial services.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

How are you affiliated with the nominee? Please describe in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

**Please provide the nominee’s (1) professional bio *or* resume and (2) headshot.**

**Building Information**

Building Size:

Building Age:

Janitorial Staff Size:

Number of Tenants:

**Short Answer Questions: (Please limit your response to no more than 500 words each.)**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, civic, community, and/or philanthropic, etc.)
2. How has the nominee achieved exceptional results in maintaining overall cleanliness?
3. How has the nominee promoted workplace safety and training for the janitorial team in his/her building?
4. How has the nominee advanced sustainability and/or wellness initiatives in his/her building? (Please note awards such as LEED certification, BOMA 360 Performance Program, BOMA 7-Point Challenge, Fitwel.)
5. How has the nominee assisted in increasing tenant satisfaction at the building he/she works? Provide examples of how the nominee has contributed to overall tenant satisfaction. (e.g. tenant interactions, training, communication strategies, etc.).
6. Provide examples of how the nominee has applied innovative practices and gone above and beyond his/her role in the past two years.
7. How has the nominee demonstrated strength in team development and commitment to staff? Provide examples of situations where the nominee has shown strong team leadership.
8. Has the nominee helped you prepare for a TOBY Award application process and/or building review effort? If yes, describe participation and outcomes.

**Letter of Recommendation**

Please provide one letter of recommendation outlining why this individual should be considered for the Janitorial Professional of the Year. Letter of recommendation can be from the property manager, general manager, or customer/client.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation

**Property Management Professional of the Year**

**Gold Circle Award Application**

**Online Application Process**

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We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Commercial Real Estate Company may submit only one nomination for this award category.

**[CLICK HERE TO ACCESS THE PROPERTY](https://bomachicago.wufoo.com/forms/pa0p11d1bxn1pj/)**

**[MANAGEMENT PROFESSIONAL ONLINE GOLD](https://bomachicago.wufoo.com/forms/pa0p11d1bxn1pj/)**

**[CIRCLE AWARD APPLICATION](https://bomachicago.wufoo.com/forms/pa0p11d1bxn1pj/)**

**Objective**

Dedicated to honoring excellence in property management and service to the commercial real estate industry, this award is open to all property management professionals charged with managing the day-to-day operations and maintenance of BOMA/Chicago member buildings.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

How are you affiliated with the nominee? Please describe in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

**Please provide the nominee’s (1) professional bio *or* resume and (2) headshot.**

**Nominee Building Information**

Building Size:

Building Age:

Property Management Staff Size:

Number of Tenants:

**Short Answer Questions: Please limit your response to no more than 500 words each.**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, IREM, NAOIP, CoreNet, civic, community, and/or philanthropic, etc.)
2. How has the nominee achieved exceptional results in building operations? Please provide specific examples/initiatives implemented during the past two years, as well as statistical or anecdotal examples (e.g., special projects, renovations, etc.)
3. How has the nominee achieved outstanding results in sustainability and increased building efficiency efforts (e.g. building retro-commissioning, LEED Certification, Energy Star, Green Office Challenge, etc.)?
4. How has the nominee achieved tenant satisfaction at the building he/she manages? Provide examples of tenant retention programs, building specific services and programs, and tenant engagement initiatives (sharing results/outcomes to illustrate increased tenant satisfaction/improvement over time is encouraged).
5. What professional accomplishments has the nominee achieved during the past two years? Please provide details about obstacles or challenges the nominee faced and the successful end result.
6. How has the nominee demonstrated strength in team development and commitment to staff? Provide examples of situations where the nominee has shown strong team leadership.
7. Has the nominee participated in the TOBY Award application process and/or been part of a peer review effort? If yes, describe participation and outcomes.

**Letters of Recommendation**

Please provide one letter of recommendation from the two following possible sources:

1. Senior Industry Leader (e.g., BOMA/Chicago Committee Chair) who can attest to the nominee’s service to commercial real estate industry
2. Building Owner

The recommendation letter should outline why this nominee should be considered for the Property Manager of the Year Award.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation

**Affiliate of the Year**

**Gold Circle Award Application**

**Online Application Process**

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We encourage you to complete the application in this Word document before submitting the application online. When you submit your application online, word count limitations will be strictly enforced. All attachments (photos, PDFs, etc.) can be uploaded to the online form.

Each Building Member and Affiliate Member may submit one nomination for this award category.

[**CLICK HERE TO ACCESS THE AFFILIATE MEMBER
ONLINE GOLD CIRCLE AWARD APPLICATION**](https://bomachicago.wufoo.com/forms/pbpud400luue0n/)

**Objective**Dedicated to honoring exceptional and significant service to BOMA/Chicago by an individual employed by an Affiliate member company and superior customer service and professional expertise provided to the building members of BOMA/Chicago.

**Nominator Information:**

Name:

Title:

Company:

Building:

Email Address:

Phone:

Please describe your role in working with this the nominee and evaluating the services performed by the nominee and his/her company in 100 words or less.

**Nominee Information:** *(You may contact the nominee for assistance in completing the following information.)*

Name:

Title:

Company:

Building:

Email Address:

Phone:

Total Years in Commercial Real Estate Industry (please provide years only):

**Please provide the nominee’s (1) professional bio OR resume and (2) headshot.**

**Short Answer Questions Please limit your response to no more than 500 words each.**

1. Please provide an overview of the nominee’s involvement in the Commercial Real Estate Industry and Chicagoland community during the past two years (e.g., BOMA/Chicago, IREM, NAOIP, CoreNet, civic, community, and/or philanthropic, etc.)
2. Please specifically describe the professional services this Affiliate Member provided to your building/company and explain the reasons you rate this nominee highly in professional service and competency.
3. Please provide an example of a customer service initiative that has had a positive impact on the Affiliate Members business relations with their customers (e.g. online service call tracking feature, decreased acceptance times for new work orders, etc.).
4. What professional accomplishments has the nominee achieved during the past two years? Please provide details about obstacles or challenges the nominee faced and the successful end result.
5. How has the nominee demonstrated strength in team development and commitment to your organization? Provide examples of situations where the nominee has shown strong team leadership.
6. Has the nominee participated in any training or professional development programs? If so, please provide an overview of the sessions attended, courses completed or certifications received during the past two years.

**Letters of Recommendation**

Please provide one letter of recommendation from the following sources:

1. BOMA/Chicago Committee Chair who can attest to the nominee’s service to BOMA/Chicago; *or*

2. Building manager or owner

The recommendation letters are to outline why this nominee should be considered for the Affiliate Member of the Year Award.

**Please confirm all nomination materials have been completed/collected before submitting:**

* Nomination Form
* Bio *or* Resume
* Headshot
* Letter of Recommendation