

BOMA SOUTHERN REGION

BAE & President's MEMO

TO: BOMA Southern Region Local Association Presidents and BAE's

FROM: Sandy Ballestra, BOMA Southern Region Awards Co-Chair
Jose Hernandez, BOMA Southern Region Awards Co-Chair

SUBJECT: 2019-2020 Southern Region TOBY and Member of the Year Awards

DATE: December 6, 2019

First and foremost, congratulations to all of the Local Association BOMA TOBY winners in the Southern Region! We appreciate all of the time, energy and effort that so many of our members have spent on the local awards programs to ensure a strong showing at the Southern Region competition. As we now turn to preparation for the upcoming Southern Region TOBY Awards, the following information is being provided to you to share with the local building winners representing your association in the Southern Region competition on April 4, 2020.

TOBY ENTRANT INFORMATION:

Entrants must be a Local Association winner in the current year (2019-2020) to enter the Regional competition. The deadline to complete electronic submissions on the BOMA International website, including all photographs, attachments and narratives is midnight, February 27, 2020. At that time, submissions will be "LOCKED" and no further changes can be made.

All entries will be judged using the guidelines detailed on BOMA International's Web Site: <https://toby.boma.org/docs.aspx>. In addition, details of each category and what is required to complete a TOBY Award online entry are also on the website. It is essential that all guidelines be followed exactly.

PAYMENT INFORMATION:

Entry Fees: All entrants will be required to pay their entry fees with a credit card when logging in to complete online submissions. **All fees will be collected on line and no checks are accepted.**

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Please find the current Fees are as follows:

\$ 50.00	Data Submission Fee to begin the online submission
\$325.00	Competition Entry Fee
<u>\$ 50.00</u>	Regional Competition Fee
\$425.00	TOTAL

Please note that no further fees are charged if the entry goes on to International competition.

BAE REQUESTS:

1) Intent to Submit Forms for Your Local

- FORM #1: Utilizing the attached Word document titled “2019-2020 Winning Buildings Summary”, we ask that all BAE’s list the name of each entry from their respective Local Association that will be judged in the Southern Region competition.
- FORM #2: BAE’s should also include each building’s Inspection Verification Form (blank form attached as sample) completed by the local judge at the time of judging as evidence of eligibility.
- FORM #3: Last, a completed Entrant Info Form with details of each entry should be included, as well.
- Please email all forms to sandy.ballestra@cushwake.com before February 21, 2020.

2) Judging:

We ask that you please begin the recruitment process for Southern Region Judges at your Local now by putting out a call for judges in your newsletters, at your monthly membership meetings and at your board meetings. TOBY judging will occur remotely, giving every local the opportunity to participate in the judging process regardless of whether or not your local has submitted any entries this year. Anyone interested in judging should contact us prior to January 31, 2020:

Sandy Ballestra
sandy.ballestra@cushwake.com
813.951.1680

Jose Hernandez
Jose.Hernandez@ngkf.com
201.919.6277

Judging will take place Friday, February 28th – Monday, March 9th. Judges will be notified the week prior with what category they will be judging.

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IMPORTANT DEADLINE RECAP FOR 2019/2020 CYCLE:

January 31 st	Volunteers for Judging
February 21 st	<u>Intent to Submit Forms Due:</u> 1) 2019-2020 Winning Buildings Spreadsheet 2) TOBY Inspection Verification Form 3) Entrant Information Forms
February 27 th	Online Entry Completion – MIDNIGHT
February 28 th	Online Judging Starts
March 9 th	Online Judging Complete

Please do not let the above deadlines delay your entry process as the sooner we get all of the information, the better. We don't want anyone to miss out this year because they ran out of time. All questions can be sent to us directly – we are happy to help and can be contacted at:

Tel: 813.951.1680 Email: sandy.ballestra@cushwake.com

Tel: 201.919.6277 Email: Jose.Hernandez@ngkf.com