



Carolinas Independent Automobile Dealers Association Quality Dealer Award Official Nominating Guidelines & Application Form

Dear State Quality Dealer Nominee:

Congratulations on being a nominee for the Carolina Quality Dealer Award. Upon submission of the attached official nominating form, you will become a nominee for 2023 State Quality Dealer of the year.

Our selection committee requires the application to be filled out entirely with as much detail and documentation as possible. Please submit all the information requested. If you have any questions about the application, checklist items below or need any assistance, please contact me directly. I am here to help you with the application process.

Here is a quick checklist to help with the process:

- Photograph of your dealership (or dealerships) - 3" x 5" or larger
- Photograph of yourself (3" x 5" or larger)
- General overview of Career/Business
- Employee and Customer Testimonials
- Letter of recommendation
- Return to CIADA

Once completed, you will return your application to CIADA at 5643 Harrisburg Industrial Park Dr., Harrisburg North Carolina 28075. Your application with supporting information must be submitted to CIADA and received by Friday, July 1, 2023, to ensure all entries are judged fairly and fully.

Please reach out to me if you have any questions, concerns or would like some help with the application.

Sincerely,



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Guidelines as recommended by Carolinas Independent Automobile Dealers Association (CIADA) to assist our selection in making their decision of CIADA's Quality Dealer of the Year.

The basic qualifications for a Quality Dealer Nominee should be:

SERVICE TO INDUSTRY - Dealer should show their commitment to the industry through dedicated service, by attending and participating in industry events and a willingness to serve and help others in the independent automotive dealer industry.

Candidates should meet the following criteria:

1. Be a member of CIADA in good standing and of the age 18 or older.
2. Support their respective state association through their dedicated service.
3. Support CIADA through their dedicated service.
4. Demonstrate a willingness to be helpful in performing Association duties when asked by the various state and national association leaders.
5. Display a willingness to serve the Used Motor Vehicle Industry through helpful service to fellow dealers by sharing their knowledge, talent, and experience.
6. Willingness to make a commitment to attend their respective annual state and national Conventions.
7. Have the necessary credentials to compete at the national level, since they will be representing their state association in a national competition.

OUTSTANDING BUSINESS OPERATOR - Dealer should be committed to offering exceptional service to customers, both during and after a sale. Dealer should always maintain the highest standards as they relate to employee and business associate relations. Dealer should be highly respected and enjoy a good personal and business reputation within their local community.

Candidates should meet the following criteria:

1. Have a minimum of five (5) years of experience as a successful licensed independent dealer and member of their respective state association and NIADA for a period of no less than three (3) years. The candidate must be the 'Dealer Principle' or listed as the President of the dealership corporation.
2. Have a sanction free record with the state DMV and/or state licensing agency - have no outstanding or unanswered complaints with either the Better Business Bureau or the Consumer Affairs division of the state Attorney General's office.
3. Candidate's dealership operation should reflect pride of ownership and offer an attractive appearance of facility, grounds, and inventory.



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4. Candidates should have an outstanding reputation of good customer relations and the handling of customer complaints in an expedient manner.
5. Operate their business in accordance with the CIADA Code of Ethics.
6. Candidate's dealership operation should be a credit to the independent dealer community of their respective state and the Used Motor Vehicle Industry as a whole.
7. Candidates should furnish several customer and employee testimonial letters, as well as business and personal letters of recommendation.
8. Extra thought should be given to those candidates who are NIADA "Certified Master Dealers".

COMMUNITY SERVICE – Dealer should be involved in community affairs. It is beneficial for successful business owners to give something back to the community in which they develop their businesses and earn a living. From sponsoring little league teams to fostering animals. From their time on the city's planning and zoning commission to the parks board. Or maybe it is volunteering at their local community recreation center or church. No matter what it is, sharing that story could make the difference.

Candidates should meet the following criteria:

1. Candidates should share any past volunteer experiences/outreach in their local community.
2. Include specific stories of community involvement and outcomes.

EXCLUSIONS:

If a dealer/dealership has previously been awarded CIADA Quality Dealer of the Year, that dealer/dealership shall be ineligible to receive the award a second time.



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CIADA's Official Nominating Application Form

Sponsoring Member: _____

Nominee's Full Name: _____

Name of Dealership: _____

Dealer License Number: _____

Position/Title with Dealership: _____

Email address: _____

Website: _____

Dealership Address: _____

City, ST & Zip: _____

Phone Numbers: _____ Mobile: _____

Business: _____

Nominee's Home Address: _____

City, ST & Zip: _____



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Biographical Information (Please enclose photograph -3' x 5' or larger)

Date of Birth: _____ Place of Birth: _____

Education and/or Military Service history:

Click or tap here to enter text.

☐ Married ☐ Widowed ☐ Divorced ☐ Single

Spouse's Name: _____

Child's/Children's names(s) & ages(s), if applicable:

Click or tap here to enter text.



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Automotive Career (please feel free to include any additional attachments or testimonials)

When, where, & how you started in automotive business:

Click or tap here to enter text.

Special facts of interest relating to your automotive career:

Click or tap here to enter text.



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Dealership History (please feel free to include any additional attachments or testimonials)

Year dealership founded: _____

History of dealership (if more than one dealership is involved, please attach same information for all

dealerships)

Click or tap here to enter text.

Are you currently active in your dealership? _____ ☐ Full Time ☐ Part Time

Is your dealership a ☐ **retail business** or ☐ **wholesale business**?

What percent of your sales are retail and what percentage is wholesale?

Retail _____ Wholesale _____

\$ _____ Average yearly retail dollar sales

\$ _____ Average yearly wholesale dollar sales



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The Candidate as a Good Dealer (please feel free to include any additional attachments or testimonials)

Dealer license number and state licensed in _____

CIADA Membership Number _____

How long have you been a member of CIADA? _____

Are you the Dealer Principal or Chief Corporate Officer of the Dealership? _____

Number of used cars sold last year _____

Physical Location Information (include improvements)

Click or tap here to enter text.

Reputation as an ethical dealer (attach testimonials)

Click or tap here to enter text.

Have you ever been convicted of a felony? Choose an item. If yes, please explain

Click or tap here to enter text.

Has your dealer license every been revoked? Choose an item. If yes, please explain



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Customer loyalty to and opinion of your dealership (attach any customer testimonials)

Click or tap here to enter text.

Number of employees and record of service

Click or tap here to enter text.

Summary of employee attitudes, adequacy, and competence (attach any employee testimonials)

Click or tap here to enter text.

Highlights of your business philosophy (please feel free to include any additional attachments)

Click or tap here to enter text.



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Dealer Association Service (please feel free to include any additional attachments or testimonials)

Please include dates, specific offices, committee assignments, honors, etc.

CIADA Current

Click or tap here to enter text.

CIADA Past (give dates)

Click or tap here to enter text.



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**The Candidate as a Good Citizen (please feel free to include any additional
attachments or testimonials)**

Civic and community activities (as applicable)

Click or tap here to enter text.

Civil organizations of which a member (list offices held or honors received and give dates)

Click or tap here to enter text.

Civic citizenship awards (explain awards and give dates)

Click or tap here to enter text.

Political service and activities (elective or appointive office held, committee work)

Current

Click or tap here to enter text.

Past

Click or tap here to enter text.



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Educational Training (business related, other)**

Current

Click or tap here to enter text.

Past

Click or tap here to enter text.

Any other forms of service or contributions to benefit others

Current

Click or tap here to enter text.

Past

Click or tap here to enter text.

Additional comments pertinent to your status as a good citizen (please feel free to include any additional attachments)

Click or tap here to enter text.

I certify that my answers are true and complete to the best of my knowledge.

Click or tap here to enter text.

Click or tap here to enter text.

Signature of Nominee

Click or tap here to enter text.

Printed Name of Nominee

Click or tap here to enter text.

Signature of State Executive Director

Printed Name of State Executive Director

Date of Submission: _____