



# SOUTHERN ADIRONDACK REALTORS®, INC.

*The Voice for Real Estate- Since 1959*

## **SAR REALTOR® Professional Development Grant Application**

*...for REALTOR® Conventions, Expos and Programs*

**Dear REALTOR® Member,**

Applications are now being accepted for the **SAR REALTOR® Professional Development Grant Program** for REALTOR® Conventions, Expos and Programs. Please print this form and use. The applications are also available at the SAR office and by request through email to [AE@SouthernADKRealtors.org](mailto:AE@SouthernADKRealtors.org). Below is an overview of the Grant program. Please carefully review the Professional Development Grant Application Guidelines, Procedure for Submission for Reimbursement and other pertinent information found in this packet.

### **Approved Events & Amounts of Reimbursement provided under this program:**

- **NYSAR Mid-Winter Meetings** (Multi-day, Albany in February) : Maximum \$125 per member.
- **NAR Legislative Meetings** (Multi-day, Washington, DC in May): Maximum \$300 per member.
- **NYSAR ADK Regional Meeting** (typically 4 hours in Lake Placid in August): \$50 per member.
- **NYSAR Fall Meetings** (Multi-day, Typically at Turning Stone Resort, Verona NY): Maximum \$225 per member
- **NAR Annual Convention & REALTOR Expo** (in Oct/Nov, moves around USA): Maximum \$300 per member.
- **A REALTOR Safety Program** being conducted by another local REALTOR association. Must be an NAR approved program: Maximum \$50 per member.

### **Eligibility Requirements:**

- SAR REALTOR® Primary\* member in good standing for a minimum of 2 years *\*pays NAR/NYSAR dues through SAR association*
- Must have attended at least 2 other SAR hosted educational programs within the past two years prior to grant application. This would include but not be limited to; Breakfast of Knowledge, Lunch of Knowledge, Lunch & Learn Session, etc.
- Agree to provide a one page written summary of their experiences and what they learned after attending the event they are seeking the grant for.
- Recipients of this Grant must agree to volunteer for a minimum of four hours on the day of the SAR Scholarship Fundraising Golf Tournament, usually held in September.
- Must be current with Code of Ethics mandatory training as required by NAR

### **Grant Application Guidelines & Procedure:**

1. A member must fill out a Professional Development Grant Application in order to be considered.
2. The Professional Development Grant Application must be received no less than 14 days before the event date.
3. If the grant application is approved, a "Reimbursement Request Packet" must be turned within 30 days of the event date.
4. Members can only qualify for reimbursement if they stay for the full length of the program or in the case of a multi day event, must stay and attend sessions at least two full days. If a Legal Update session is scheduled as part of a multi day event, it must be attended (*CE is usually awarded as a plus!*).
5. Preference is given to REALTOR® members who would be attending the event for the first time.
6. If CE certificates are awarded, a copy of the certificate must be included in the reimbursement request packet.

**Reimbursements that *may* be covered under the allotted grant are:**

- **Mileage** (a start point of the SAR Office to event location using Google Maps printed out must be included with request for reimbursement to be considered) Mileage is reimbursed at the stated IRS approved annual per mile rate for any given year. *Mileage reimbursement is only considered when 60 miles or more one way.*
- **Meals, snacks, beverages** (non-alcoholic only)
- **Event Registration fees**
- **Hotel costs**

**Procedure for Submission for Reimbursement:**

- The "Reimbursement Request Form" must be submitted along with ORIGINAL and detailed paid receipts from the categories noted above. Original receipts will not be returned because of IRS reporting requirements of SAR. Handwritten receipts or proof of expenditures will not be accepted. Credit card receipts that are not detailed will not be accepted.
- The Reimbursement Request Form and receipts must be submitted within 30 days of the attended event date. Failure to submit within 30 days will forfeit reimbursement.
- The SAR reserves the right to limit the reimbursement based on receipts provided and does not automatically guarantee full reimbursement if receipts are insufficient or fall into unqualified categories.
- A minimum of a one page, written narrative must accompany the Reimbursement Request Form when submitted. This narrative must include:
  - ✓ what member felt about the overall attendance experience,
  - ✓ take away topics and information they feel will be useful to them in their profession
  - ✓ Brief summary about why they would encourage other members to attend this event in the future.

**Additional considerations:**

1. If there are multiple requests for reimbursement grants by members to attend the same event, preference will be given to those REALTOR® members who are actively serving\* on one of any of the SAR established association committees. *\*active means 85% attendance at cmt. meetings, volunteer tasks & attendance at cmt. events.*
2. The Scholarship Sub-Committee reserves the right not to award any Professional Development Grants in any given year due to fund availability.
3. A request for a Professional Development Grant that is not for one of the event types outlined above may be submitted for consideration by the Scholarship Review Committee however such an application must include a detailed request that includes what the applicant feels they would gain from attending the event and must be willing to adhere to all other guidelines and procedures of the SAR REALTOR® Professional Development Grant program as outlined.
4. Applicants must agree to allow SAR to take their photo at the event and do a press release for the association newsletter or other news or social media platforms regarding their attendance at the event.
5. A member can only receive a reimbursement stipend up to 3 times in a four year period.
6. SAR's NYSAR directors or SAR Board members/officers/Cmt. Chairs may only apply for events that would otherwise not be covered under specific travel reimbursement guidelines in the general SAR bylaws.

## **SAR REALTOR® Professional Development Grant Application**

**Please fill out the information below to complete your application.**

I, \_\_\_\_\_ [print applicant name] am submitting this **SAR REALTOR® Professional Development Grant** Application, having read and understood all the above criteria and guidelines of the Southern Adirondack REALTORS®, Inc. By signing below, I agree to the following conditions:

- Professional Development Grants must be requested no less than 14 days before the event date.
- A Reimbursement Request packet must be turned in according to the Procedure for Submission for Reimbursement within 30 days of the event date.
- I must stay the full length of the program, or 2 full days of a multi-day event. I will attend a legal update session if one is scheduled.
- Grant Recipients must provide a one page written summary of their experience after attending the event.
- Applicants must agree to allow SAR to take their photo at the event and do a press release for the association newsletter or other news or social media platforms regarding their attendance at the event.
- Recipients of this Grant must agree to volunteer for a minimum of four hours on the day of the SAR Scholarship Fundraising Golf Tournament, usually held in September.

**Signature of Applicant:** \_\_\_\_\_ **Date:** \_\_\_\_\_

**Print Name:** \_\_\_\_\_

**Mailing Address:** \_\_\_\_\_

**Applicant Email Address:** \_\_\_\_\_ **Cell:** \_\_\_\_\_

**Brokerage:** \_\_\_\_\_

**Name & Location of Professional Development Grant Approved Event:** \_\_\_\_\_

**Name & Date of 2 SAR Educational Programs attended w/in the last 2 years:** \_\_\_\_\_

**Date of last Code of Ethics Training:** (please attach completion certificate) \_\_\_\_\_

Is the event you plan on attending not a meeting or event listed under “Approved Events & Amounts of Reimbursement provided under this Program”? You are welcome to complete this application and attach a detailed description of the event, and what you feel you would gain from the event for the Scholarship Committee’s consideration, provided you agree to adhere to all other guidelines and procedures as outlined above.