



SBAOR Professional Development Department
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MISSION STATEMENT:

To serve the interests of our Members as the primary provider of high quality education by designing, coordinating and promoting a curriculum that raises the competency of our Members at all levels of their professional development.

SBAOR Course Presentation Application

Company Name: _____

Contact Name: _____ Contact # _____

Instructor Name: _____ Email: _____

Course Name: _____

If the Minimum Attendee Requirement is not met, and the course is cancelled; is there a charge to the Association? Yes or No (circle one). If yes; indicate the amount. \$ _____

Minimum Attendee Requirement: _____

Does class include D.R.E. Credits, if yes how many? _____

Per member cost: \$ _____

Rebate to the Association: [35% of the per member cost.](#)
(This percentage is open to negotiations upon approval of course)

Association's total cost to book course: \$ _____

(On a separate sheet attach a breakdown of the Association's total costs including travel costs, food & lodging)

What is the course time frame? Hours: _____ Days: _____

Will students register through you or the association? (Please indicate which): _____

Will you provide your own equipment? _____ If not, what would be required? _____

Will you be selling or promoting your product after the course or offering your product online? YES NO

If you answered yes to the above question, please describe in detail the product or service you are offering or promoting including the cost to the attendee should they choose to purchase your product or service.

Will you sponsor breakfast and lunch, if applicable? (Circle one) YES or NO

If you choose to have one of our affiliates in action sponsor the course they will require 5 minutes to speak prior to start of the class for breakfast sponsors and prior to the lunch break if lunch sponsors. In the case of a large class where more than one sponsor is required the total amount of time used by the sponsors to promote themselves will not exceed 10 minutes. Lunch will always break at 12:00 p.m. unless otherwise agreed to by Education Director.

Please indicate which sponsorship you choose (YOU MUST CHECK ONE):

SBAOR Affiliate: _____

Self Sponsorship: _____

Course Monitoring

SBAOR reserves the right to electronically monitor and/or record any portion of the presentation, class or seminar up to its entirety. Any recorded material is for the sole use of the Education Director and or the Education Committee.

Course Materials/ Photo Copies

SBAOR will charge a fee for photocopies. Any request for photocopies must be made in advance. If your course is approved you are expected to arrive prepared with materials produced in advance. Copy fees are as follows:

.07 black & white copies / .56 color copies

Instructor Arrival

Instructors are required to arrive a minimum of ½ hr prior to the scheduled start of class. Instructors who arrive late or at the start of class will not be allowed to participate in future courses, presentations or seminars. Instructors arriving later than ½ hr prior to the start of class are required to contact the Education Director or SBAOR management. In the case of an emergency, the Education Director can be reached on his mobile phone before 9:00 a.m. at 310-986-9220.

ADDITIONAL INFORMATION REQUIRED TO COMPLETE THIS APPLICATION PLEASE READ:

FAX to 310-325-7451 OR MAIL this form, a course outline, the instructor's qualifications, an instructor bio, a brief description of the course as well as a course flyer, for marketing purposes with this application. If any portion of the required information mentioned and underlined here is not included with the application, it will not be considered for review. To prevent processing delays please make sure that you've answered all questions completely and have included all the additional information requested on this form. If your course is accepted by the South Bay Association of REALTORS®, you agree to allow one of our Professional Development members to attend the course for evaluation purposes at no cost.