

We are always seeking innovative trainers to complement our education program which delivers first-rate, targeted instruction to meet the learning needs of our diverse membership. If you've got what it takes to meet this challenge, we'd like to hear from you. Due to the high number of inquiries received, only complete submissions will be reviewed and presented to our Professional Member Development Committee. Class/Event Submission Forms must be submitted for approval at least 30 days prior to the date of class.

Proposed Title of Class or Event: _____

Instructor's Name: _____

Instructor's Title: _____

Company Name: _____

Company Address: _____

Street

City

Zip Code

State

Contact Phone: _____ Website: _____

Email: _____

Provide two (2) potential dates: _____ Potential time: _____

Will this class be offered for CE Credit? _____ If yes, what type? _____

DRE Sponsor Number: _____ Length of Class: _____

Would you like the Association to market your class/event? Yes* No

*If yes, there will be a \$50.00 marketing fee. If the committee has given approval for the class/event to be offered at Rancho Southeast REALTORS®, the Association will contact you for payment.

Marketing fee includes:

- Website calendar with class/event information and flyer
- Email blast to members with education calendar (sent out on Mondays)
- Separate email blast of individual class/event
- Hard copy of education calendar (displayed at Association's lobby)
- Social media post which includes picture and/or video announcement (shared on Facebook, Instagram, Twitter, and LinkedIn)
- Class/Event displayed in Association's lobby TV PowerPoint

STAFF USE ONLY: _____ APPROVED _____ DECLINED

What category best describes your class? Rancho Southeast REALTORS® is actively seeking training that complements our education tracks:

- Transaction Fundamentals (Buying, Selling, Financing)
- Marketing and Building Your Business (Planning, Lead Generation, Scripts, Social Media Marketing)
- Technology and Multimedia Tools (Real Estate Apps, SaaS, CRMs, Cloud Computing)
- Running a Real Estate Office (Broker and Office Manager Specific Issues)
- Managing Your Risks (Personal and Cyber Security, Disclosures, Insurance)
- Niche Markets (Global, Green, Commercial, Luxury)
- Professional Standards and Leadership Development (Ethics, Mediation, Visioning and Planning)

ATTACHMENTS Only complete submissions will be reviewed by the Professional Member Development Committee.

Please send your completed submission form with:

- A class description (in Word format), which succinctly summarizes the key learning points and gives specifics on how attendees will benefit from the class. (Required)
- Any promotional materials you have created for the class, registration link and sponsorship information (Required)
 - Flyer
 - Instagram picture & description (must be 100 words or less)
 - Registration link (example: Eventbrite)
 - If class/event is being sponsored, please list sponsor(s) name and company in a separate attachment.

CLASS/EVENT SUBMISSION & APPROVAL PROCESS:

To assist Rancho Southeast REALTORS® Professional Member Development Committee in reviewing this application, we have provided the steps for you to understand the selection process. Please understand that the Committee will review more than 100 class submissions this year. Because of the number of inquiries received, only complete submissions will be reviewed and presented to the Professional Member Development Committee.

1. Presenter to complete an Education/Event Program Submission Form.
2. Submit the completed packet to Rancho Southeast REALTORS®.
3. Rancho Southeast REALTORS® Education Committee will review the Class/Event Submission.
4. Presenter will be contacted after the committee reviews the Class/Event Submission form. If the committee has given approval for the class/event to be offered at Rancho Southeast REALTORS®, class/event dates and class/event times will be discussed.

A well-written and complete application will greatly enhance the Committee's ability to evaluate your class/event offering. The Committee will be evaluating how your class/event will provide Rancho Southeast REALTORS® members with valuable knowledge or an in-demand skill set.

SIGNATURE

If selected as a presenter, I understand that:

- My presentation will focus on the learning experience and will not be promotional or self-serving in nature.
- No materials, products, or services are to be marketed to class/event participants without prior, written approval.
- I am responsible for paying any travel-related expenses.
- Rancho Southeast REALTORS® reserves the right to edit and format my class description/bio, and/or flyer to meet its marketing needs.
- I will inform Rancho Southeast REALTORS® of any audio-visual needs well in advance of my class/event.
- I will direct students to fill-out Rancho Southeast REALTORS® Class Feedback form upon completion of the class. (For classes only)

Print Name: _____ Date: _____

Signature: _____

SUBMIT COMPLETED FORMS:

Please remember to save the PDF document to your computer before sending it back to Rancho Southeast REALTORS®.

Email your completed packet to Rancho Southeast REALTORS® at education@ranchosoutheast.com