



## Member Enrichment Program

Supporting Member Participation in State & National Events

### **Program Overview**

The Member Enrichment Program is an exclusive benefit for primary members of the Sun Valley Board of REALTORS® (SVBOR). The program is designed to support and encourage attendance at Idaho REALTORS® (IR) and National Association of REALTORS® (NAR) events.

To participate in this program, complete and submit this application to the association's AE, Francisco Herrera, at least 24 hours before the event.

*This program has a budget allocated. Applications will be treated as first-come, first-served.*

### **Program Details:**

- 1. Pre-Approved Events:** This program is designed to cover reimbursements for events hosted by Idaho REALTORS® (IR) or the National Association of REALTORS® (NAR). See attached Calendar of Events.
- 2. Planning Support:** To help members prepare for travel, review the attached Event Calendar that will list dates, event location, estimated costs, and reimbursement amounts. These guidelines are designed to promote consistency, transparency, and sustainability of the program.
- 3. Reimbursement Amount:** The program provides fixed reimbursement amounts for registration, travel, and lodging, as outlined in the attached Annual Event Calendar. Reimbursements will be issued up to the stated amount upon submission, review, and approval of itemized receipts by the association.
- 4. Application Frequency:** Each primary member is eligible to be reimbursed under the program guidelines once per calendar year, allowing as many members as possible the opportunity to participate.
- 5. Continued Commitment:** The Sun Valley Board of REALTORS® remains dedicated to investing in ongoing education and professional growth opportunities that benefit all members. This member enrichment program aims to motivate primary members to further educate on the local, state, and national levels while improving their skills and contributions to our association.



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### Application Information:

Name: \_\_\_\_\_

Email: \_\_\_\_\_

Phone: \_\_\_\_\_

M1 Number (NRDS): \_\_\_\_\_

### Event Information:

Event Name: \_\_\_\_\_

Hosting Organization

Event Location: \_\_\_\_\_

Briefly explain why you chose to attend this event.

### Reimbursement Process:

1. Submit the Member Enrichment Program application at least 24 hours before the event. You must receive approval from the AE to be eligible for reimbursement.
2. Submit itemized receipts for registration, travel, and lodging expenses to the association office within 14 days of the event's conclusion. *Note: Only receipts that clearly show the date, vendor, and expense will be accepted.*
3. Reimbursement will be issued once all documentation is reviewed and approved based on reasonable expenses. A paper check will be made payable to the member and delivered within 10 days of submitting expenses.

### Acknowledgment:

By signing below, I acknowledge that reimbursement is not guaranteed and will be provided only after expenses are submitted, found to be reasonable, and are in accordance with the program's guidelines.

Name: \_\_\_\_\_

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

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