



S.E.C. Education Foundation

A 501 (c) (3) Affiliate of the Society of Exchange Counselors
www.secedfoundation.com

Application for Course Support

1. Date application was submitted to the S.E.C. Education Foundation: _____
2. Title of Course: _____
Proposed Course Start Time: ____ AM ____ PM ____ End Time: ____ AM ____ PM ____
3. Instructor(s) _____
4. Is the course S.E.C. Education Foundation Approved? Yes _____ No _____
5. Scheduled Date of Event: _____ If this event is not in conjunction with an S.E.C. marketing session, what is the location? City _____ State _____
6. Sponsoring Organization(s) (if any, in addition to the S.E.C. Education Foundation):

7. Do you have a venue selected, and if so, are there food & beverage minimums or meeting rental fees? Yes _____ No _____
8. Is the presentation approved for continuing education credits? Yes _____ No _____
9. If no, has the program ever been submitted or approved for CE credits in the past?
Yes _____ State(s) _____ Date _____ No _____
10. Do you want the S.E.C. Education Foundation to submit an application for CE credit?
Yes _____ No _____ If yes, which states? _____
11. In addition to promoting the seminar via the S.E.C. Real Estate Observer, and the S.E.C. database, do you have additional resources for promotion? Yes _____ No _____
12. What are the professional profiles of the potential attendees? _____

13. In the event you are requesting financial support from the S.E.C. Education Foundation, specify the amount you are requesting: _____
(the maximum amount you may request is not more than one half of the projected “worst case” scenario as stated in the projected budget that is submitted with this application.)
14. What will the funds be used for? _____

**S.E.C. EDUCATION FOUNDATION
COURSE FINANCIAL SUPPORT APPLICATION**

Applications will not be considered unless all items requested are provided at the time of submission. Applications must be received at least 90 days prior to the proposed course date, or 120 days if CE credit is requested. Thank you.

Instructor Expense Reimbursement Requested:

Speaking Fee \$ _____

Transportation: \$ _____

Lodging: \$ _____

Please include the following Course and Promotional Materials:

- _____ Copy of the course handout materials
- _____ Course Outline or Bullet Points for Flyer
- _____ Short Instructor Bio
- _____ Instructor Photo jpeg format
- _____ Suggested Course Fee
- _____ Completed Proposed Budget with projections

Venue Related – (If not in conjunction with an S.E.C. Meeting)

- _____ Copy of meeting room rental and/or food & beverage requirements
- _____ Food & Beverage Menus with prices
- _____ List of AV Equipment Requested & Price List from venue
- _____ Copies of any contractual obligations with the venue
- _____ Please check here if you have additional questions or are including additional information not covered above.

INCOME & EXPENSE PROJECTIONS & BUDGET

Proposed Course Title:

(EDF will backstop this class to a maximum of \$ _____ Profit sharing will be split 50% to the sponsor and 50% to EDF)

INCOME	Projected	Worst Case	Best Case		Actual Income**
Anticipated Attendance					
Fee per Student					
Potential Student Income					
Potential Sponsor Income					
Total Projected Income:					

EXPENSES	Projected	Worst Case	Best Case		Actual Expenses**
Instructor Fee:					
Transportation:					
Lodging					
Instructor Materials					
Food & Beverage costs					
Advertising/Marketing					
A/ V Equipment					
Continuing Education Fees					
Misc. (Hall Rental)					
Total Expenses:					
Projected Profit or Loss					

**** To be filled out after presentation**