



## ***S.E.C. Education Foundation***

*A 501 (c) (3) Affiliate of the Society of Exchange Counselors*  
[www.secedfoundation.com](http://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					
<b>Total Projected Income:</b>					

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)					
<b>Total Expenses:</b>					
<b>Projected Profit or Loss</b>					

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