



National Association of Residential Property Managers

Sponsorship Guide for NARPM® Courses

Profit for Your Chapter/Organization

A GUIDE FOR SPONSORING A NARPM® COURSE

This guide is prepared by the Professional Development Committee as a tool for local chapters/organizations to sponsor 6 hour NARPM® onsite course. Following these guidelines will aid you in planning and holding a successful onsite course. Be sure to read through the guide carefully and follow the procedures.

- NARPM® National will distribute a set schedule of the annual education. Schedule will be available no later than the end of July annually.
- Each chapter can select one course during initial sign-ups and after all chapters have selected, a second course can be selected.

NARPM®'s National Leadership and staff want to the course your chapter sponsors to be successful. We want to help you in any way we can. So, sit down, take your time and good luck on sponsorship.

Anti-Trust Statement: It is the policy of the NARPM® to comply fully with all antitrust laws. The antitrust laws prohibit, among other things, any joint conduct among competitors that could lessen competition in the marketplace. NARPM®'s membership is composed of competitors; they must refrain from discussing competitively sensitive topics, including those related to pricing (such as rates, fees, or costs), individual competitors or specific business transactions, or controlling or allocating markets. NARPM® shall not restrict members' ability to solicit competitors' clients. NARPM® shall not restrict members' ability to advertise for business, provided the advertising is not false, deceptive or otherwise illegal.



National Association of Residential Property Managers

INTERNAL OFFICE USE ONLY
Course:
Date:
Instructor:

Chapter/Organization Sponsorship Request For NARPM® Courses

All parties are to understand that the course content is owned by NARPM® and all information supplied for this course will come from NARPM® National.

NARPM® National will reserve the right to make final choice of class assignments for the chapter based on availability of instructor and the frequency of the course offerings in the Region. Please indicate course first, second and third choice of class preferences, along with the Chapters requested dates.

Chapters **will be notified by NARPM® National** within two (2) weeks of notifying National of class selection of the instructor and sponsor will be sent the request for flier approval.

A course flier template has been designed by NARPM® National and is available to the chapter coordinator to fill in the information. All course registrations are to come through NARPM® National and sponsoring Chapter/Organizations will share in the profits once all expenses have been paid.

Course Title/Date of course	
Chapter	
Course Coordinator	
Daytime Phone	
Email Address	
Shipping Address (No P.O. Boxes)	
Course Monitor	
Course Monitor's Email Address	
Location & Address	
Additional fees add description (i.e. Lunch, CE)	
Contact and address to send co-sponsor funds if meet 10 students	

Please sign below signifying you have reviewed the NARPM® Education Guide for Chapters and understand the requirements set forth and will agree to abide by NARPM® policies in offering the above course(s).

Print Name

Signature

Planning the Course

How It Works

National will provide a list of face-to-face course instruction dates to Chapter leaders no later than July 30 annually. Chapter coordinators are to choose one course and date that will accommodate their chapter.

- Once a request is made, NARPM® National has to coordinate the availability of the instructors, their travel schedules, and the schedule of other courses in progress.
- Information on the facilities, dates, etc. must be supplied to NARPM® National..
- Chapters must create a marketing plan once they have confirmed the selected course, to ensure that the course is promoted to members and the course meets the minimum registrations. Chapters must assist in the promotion of the course to be entitled to the co-sponsor fee.
- Select a Course Coordinator that will serve as the point of contact for all communication and registration updates for the NARPM® course. *Please note that Course Coordinators can earn points toward their designation for their service.
- Hosting a NARPM® Course can be a profit generating event for the chapter. NARPM® will split course profits with the sponsoring chapter/organization or chapter in formation. The sponsoring chapter/organization of a 6-hour course will get 25% of the profits from the course with 10 or more paid registrations. If coordinator or the chapters does not perform the duties as described above, the co-sponsorship reimbursement will be reduced to fifteen (15) percent.

CHOOSING THE COURSE TO SPONSOR

- Discuss sponsorship with the chapter/organization for input and support before making the request.
- See how many individuals would support and assist in this project.
- Conduct a poll of the chapter/organization's membership/real estate community to see how many people would participate and what topics should be covered.
- You can find a full listing of courses and course descriptions online at <http://www.narpm.org/education/course-descriptions/>

APPOINTING A COURSE COORDINATOR

The course coordinator is an important duty and must:

- Be able to attend the course.
- Act as a contact person and, coordinate with National, the instructors, and the classroom facility.
- Handle continuing education credits "if applicable."**
 - **It is the chapter's/organization's responsibility to arrange and pay filing fee for continuing education credit for any national course. The National Association of Residential Property Managers cannot take any responsibility for continuing education credits. Whether to apply for continuing education certification is solely up to the sponsoring chapter. Staff can assist with supplying documentation for application.
 - Do NOT advertise the course as approved for continuing education credit unless it is certain.

- Arrange for local advertising to be sure that the course registration meets their minimums.
 - A course may be held with five (5) students but the chapter will not be reimbursed for expenses. Chapters must have ten (10) students to receive co-sponsorship from National. Classes will be cancelled if minimum numbers have not registered 30 days prior to date of class, unless the chapter agrees to pay ALL expenses. Profits are determined by NARPM® National and are after all expenses.
 - The course **can and may be cancelled** if the minimum number of registrations has not been received by NARPM® National by noon, thirty (30) days prior to the course date. Chapters who fail to hold a scheduled class be charged a \$250 cancellation fee unless the class is cancelled 30 days or more prior to the scheduled date. This fee will allow the instructor to purchase their airfare upon notification of teaching a class. If the class is cancelled, the instructor will cancel their flight and submit reimbursement for the fee charged for the cancellation.
- Answer questions about the course.
- Handle registrations on the day of the course and sign in students on the class roster.
- Request reimbursement of expenses, etc from the chapter and submit immediately following conclusion of the class.
- All unused materials, evaluation scantrons, exam and exam scantrons, receipts for reimbursements must be postmarked to National within 10 business days of the course.
- Select a Course Monitor to assist with on-site registrations and instructor set-up.

Administering the Course Course Coordinator/Monitor Duties

PRIOR TO THE COURSE

- NARPM® National will send the local chapter/organization coordinator with the course materials. It is the local coordinator's responsibility that all materials are at the facility PRIOR to the morning of the course. The Local Coordinator is responsible for being in the classroom at least one hour PRIOR to the start of the course start time.
- The local coordinator will assist the instructor in recommending hotel accommodations. Assist instructor with travel from airport, preparing course materials, and necessary equipment. The coordinator should coordinate for transportation to and from the airport.
- Submit the Course Monitor Agreement to National.
- Registration fees are outlined on the NARPM® National Education Registration form.
- Attendees that have not paid registration fees will not receive credit for their course until registration fees have been paid in full.

ONE OR TWO DAYS BEFORE THE COURSE

- The local coordinator should remind everyone about the course via phone or email.
- Last minute registrations should be accepted on a space available basis and all payments submitted through NARPM® National upon the course material return.

THE DAY OF THE COURSE

- Arrange to arrive at least one hour prior to the time of the course.
- Check classroom and all necessary equipment.
- Set up the registration table with extra course registration flyers to be used by walk in registrations.
- Accept the registration form with payment (credit card or check made payable to NARPM® for the onsite registration fee.)
- Put out NARPM® membership and RMP®/MPM® certification applications as well as any other materials that National sends to be distributed.
- Assist the instructor with seating arrangements for the desired classroom layout.
- Registration normally begins about 30 minutes before class begins or about 8:30 am.
- Welcome students as they come in. Direct them to coffee services, rest rooms, etc. and have registrants sign in on the certified course completion list, receive their booklet and course materials, and provide a name tent card.
- Share information with non-members about the local NARPM® chapter.
- **Start on time. Courses start at 9 am and ends at 4 PM (1 hours for lunch) for 6 hour course**
- Introduce the instructor. Instructor will provide their biography on-site or via email.
- Announce the time for lunch, which is one hour, and not provided for in the course fee and provide suggestions for places for lunch.
- Let students know the survey is important it is to the success of the courses that we received their honest opinions and input on these evaluations. Remind everyone that the course evaluation must be completed **BEFORE** they will receive their final exams. Course monitor will collect surveys and make sure they are returned to NARPM National.
- The instructor will hand out the exams but the coordinator will be collecting them.
- **Collect the Exams and the Scantrons. Please put the exams with Scantrons, survey Scantrons the sign in sheet, any onsite registrations and checks, and any requests for reimbursement in the envelope and seal. The chapter/organization coordinator is responsible for sending them to National immediately.**

A typical 6 hour course schedule is as follows:

8:30 a.m.	Registration
9:00 a.m.	Class Begins
12 Noon	Lunch
1:00 p.m.	Class Resumes
3:30 p.m.	Evaluations & Exam
4:00 p.m.	Class ends

After the Course

The local coordinator contacts NARPM® National to notify when sending shipment back to NARPM® National:

- Shipping label is in box with material sent to chapter
- The certified course Sign in Sheet
- All exams with Scantrons.
- All Evaluations Scantrons
- ALL unused materials
- The request for reimbursement for any room fee, audio/visual cost, photocopies for marketing, postage, refreshments (max \$10/student) must be submitted with 30 days of incurring expenses. Include all original receipts in the return package to National or email directly to Professional Development Staff. All expenses incurred by the sponsoring chapter cannot

exceed \$750 for reimbursement from NARPM® National. This includes room/facilities rental, refreshments, audio/visual, postage and marketing. Local Chapter will be responsible for any expense exceeding \$750. (National will provide a return shipment label in the materials shipment.)

NATIONAL RESPONSIBILITIES

- NARPM® National will provide a registration flyer template for chapters to use to promote the local contact for duplication and mailings.
- National will provide the appropriate number of course booklets with course materials, handouts, evaluation forms, tests, name tent cards, etc.
- NARPM® National will send out four (4) email blasts. One 90 days prior to class, one 60 days prior to class, one 30 days prior to class, and one two (2) weeks prior to class. Contact professionaldevmgr@narpm.org for details.
- All courses will be put on NARPM.org.
- NARPM® National will place the course and the course registration information in the *Residential Resource*.
- NARPM® National will pay the instructors and reimburse their expenses.
- NARPM® must approve the location facility and cost for the course chosen. NARPM® wants to maintain a high-quality standard for all courses.
- Reimbursements and profit sharing are normally mailed out within 60 days of National receiving the course materials. No funds will be distributed until the NARPM® course materials and tests have been returned.

Virtual Classes

Class signups will be distributed to chapters and they will have option to choose date of class.

All class size requirements remain the same as outlined above, but chapters have up to two (2) weeks prior to the class to build class size to five (5) registrants. Ten (10) registrants will pay your chapter the co-sponsorship fee. Chapters are still responsible for promoting the virtual class. Recommend chapters use social media and websites to get out news about the class. NARPM® National will notify chapters of the number of students registered.

NARPM® National staff will host the zoom classes that are offered for three (3) hours on two (2) days. Staff will take care of distributing tests and surveys at the end of the course. They will also work with students who did not pre-register to get them signed up for the course.